

I. SCHOOL INFORMATION AND COVER PAGE

Created Friday, June 28, 2013
Updated Thursday, July 18, 2013

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

140600860896 ELMWOOD VILLAGE CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

Buffalo

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
40 Days Park Buffalo, NY 14201	716-886-4581	716-348-3707	jsheffield@elmwoodvillageschool.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Contact Name	Mr. John Sheffield
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Title	Director
4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

www.elmwoodvillageschool.org

6. DATE OF INITIAL CHARTER

2006-01-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2006-09-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2012-13 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

• K

• 1

• 2

• 3

• 4

• 5

• 6

• 7

• 8

10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2013-14.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	40 Days Park Buffalo, NY 14201	716-886-45 81	BUFFALO CITY SD	K-8	No	Own
Site 2						
Site 3						

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Mr. John W. Sheffield	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader				
Compliance Contact				
Complaint Contact				

13. Are the School sites co-located?

No

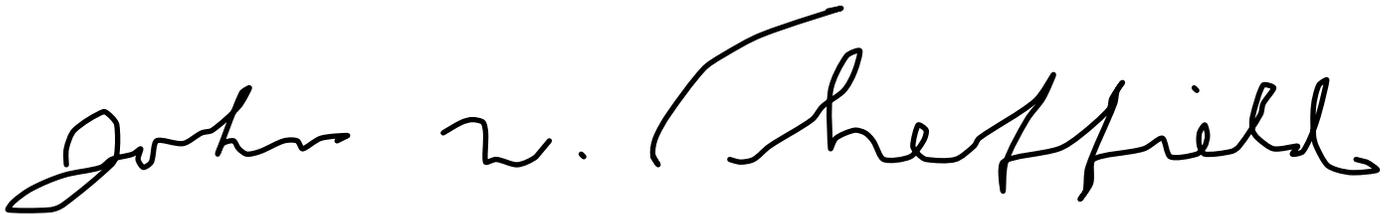
14. Were there any revisions to the school's charter during the 2012-2013 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "John R. Sheffield". The signature is written in a cursive style with a large, sweeping initial 'J'.

Signature, President of the Board of Trustees

A handwritten signature in black ink that reads "Elizabeth Evans". The signature is written in a cursive style with a large, sweeping initial 'E'.

Thank you.

Appendix A: Progress Toward Goals

Created Thursday, July 18, 2013

Updated Friday, September 13, 2013

Page 1

1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://reportcards.nysed.gov/files/2011-12/RC-2012-140600860896.pdf>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the Progress Toward Charter Goals are based on student performance data that the school will not have access to by August 1, 2013 (e.g., the NYS Assessment results), please list goals and explain this in the "Progress Towards Attainment" column. This information can be updated for Appendix A when available but no later than November 1, 2013. Board of Regents-authorized charter schools that opened for instruction in the fall of 2012 or that were renewed in 2012-13 will be held to the same charter-specific academic goals. Board of Regents-authorized charter schools will also be held accountable to Student Performance Benchmark 1 of the Performance Framework.

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	1. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required ELA state assessments each year.	1. New York State English Language Arts Assessment	1. This goal was not met. In Grade 3 ELA the percentage of 1's increased from 0% to 15%. In Grade 4 ELA the percentage of 1's decreased from 12% to 0%. In Grade 5 ELA the percentage of 1's increased from 4% to 31%. In Grade 6 ELA the percentage of 1's increased from 4% to 17%. In Grade 7 ELA the percentage of 1's increased from 4% to 36%. Grade 8 ELA could not be compared as we did not have an 8th grade in 11-12.	1. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
	2. EVCS will decrease the number of continuously enrolled students at Level 1 by 10% on the required Math state assessments each year.	2. New York State Mathematics Assessment	2. This goal was not met.	2. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS

			In Grade 3 Math the percentage of 1's increased from 0% to 8%. In Grade 4 Math the percentage of 1's increased from 4% to 12%. In Grade 5 Math the percentage of 1's increased from 4% to 27%. In Grade 6 Math the percentage of 1's decreased from 4% to 0%. In Grade 7 Math the percentage of 1's increased from 8% to 41%. Grade 8 Math could not be compared as we did not have an 8th grade in 11-12.	and continues to have mentors in place for all of the teachers.
Academic Goal 2	3. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required ELA state assessments each year.	3. New York State English Language Arts Assessment	3. This goal was not met. Grade 3 ELA students at a level 3 decreased from 80% to 42%. Grade 4 ELA students at a level 3 decreased from 48% to 35%. Grade 5 ELA students at a level 3 decreased from 72% to 27%. Grade 6 ELA students at a level 3 decreased from 48% to 21%. Grade 7 ELA students at a level 3 decreased from 63% to 23%. Grade 8 ELA could not be compared as we did not have an 8th grade in 11-12.	3. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
	4. EVCS will increase the number of continuously enrolled students at Level 3 by 10% on the required Math state assessments each year.	4. New York State Mathematics Assessment	4. This goal was not met. Grade 3 Math students at a level 3 decreased from 58% to 35%. Grade 4 Math students at a level 3 increased from 20% to 32%. Grade 5 Math students at a level 3 decreased from 50% to 19%. Grade 6 Math students at a level 3 decreased from 44% to 39%. Grade 7 Math students at a level 3 decreased from 54% to 27%. Grade 8 Math could not be compared as we did not have an 8th grade in 11-12.	4. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
Academic Goal 3	5. EVCS will increase its scores according to the Commissioner's Performance Index for	5. New York State Assessments	5.	5.

AYP each year.

6. N/A

6.

6. N/A

6. Students who do not participate in the NYS assessment exams because of IEP prescriptions will demonstrate continuous yearly improvement on those tests and assessments taken in accordance with their IEP's.

Academic Goal 4

7. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.

7. New York State English Language Arts Assessment

7. EVCS has met this goal. EVCS Grade 3 ELA students scored 50% in proficiency, while the district of location Grade 3 ELA students scored 12% in proficiency. EVCS outperformed the district of location by 38%.

7.

8. New York State English Language Arts Assessment

8.

8. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.

8. EVCS has met this goal. EVCS Grade 4 ELA students scored 62% in proficiency, while the district of location Grade 4 ELA students scored 11% in proficiency. EVCS outperformed the district of location by 51%.

Academic Goal 5

9. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.

9. New York State English Language Arts Assessment

9. EVCS has met this goal. EVCS Grade 5 ELA students scored 33% in proficiency, while the district of location Grade 5 ELA students scored 10% in proficiency. EVCS outperformed the district of location by 23%.

9.

10. New York State English Language Arts Assessment

10.

10. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.

10. EVCS has met this goal. EVCS Grade 6 ELA students scored 38% in proficiency, while the district of location Grade 6 ELA students scored 12% in proficiency. EVCS outperformed the district of location by 25%.

Academic Goal 6

11. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at

11. New York State English Language Arts Assessment

11. EVCS has not met this goal. EVCS Grade 7 ELA students scored 23% in proficiency, while the

11. Elmwood Village Charter School consistently reviews programming to ensure

	EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.		district of location Grade 7 ELA students scored 11% in proficiency. EVCS outperformed the district of location by 12%.	consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
	12. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS ELA assessments for their grade level.	12. New York State English Language Arts Assessment	12. EVCS has not met this goal. EVCS Grade 8 ELA students scored 30% in proficiency, while the district of location Grade 8 ELA students scored 14% in proficiency. EVCS outperformed the district of location by 16%.	12. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
Academic Goal 7	13. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	13. New York State Mathematics Assessment	13. EVCS has met this goal. EVCS Grade 3 Math students scored 73% in proficiency, while the district of location Grade 3 Math students scored 14% in proficiency. EVCS outperformed the district of location by 59%.	13.
	14. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	14. New York State Mathematics Assessment	14. EVCS has met this goal. EVCS Grade 4 Math students scored 60% in proficiency, while the district of location Grade 4 Math students scored 10% in proficiency. EVCS outperformed the district of location by 50%.	14.
Academic Goal 8	15. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	15. New York State Mathematics Assessment	15. EVCS has met this goal. EVCS Grade 5 Math students scored 41% in proficiency, while the district of location Grade 5 Math students scored 9% in proficiency. EVCS outperformed the district of location by 31%.	15.
	16. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will out-perform the	16. New York State Mathematics Assessment	16. EVCS has met this goal. EVCS Grade 6 Math students scored 57% in proficiency, while the district of location Grade 6	16.

district of location in proficiency by 20% on NYS Math assessments for their grade level.

Math students scored 11% in proficiency. EVCS outperformed the district of location by 46%.

2a1. Do have more academic goals to add?

Yes

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9	17. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	17. New York State Mathematics Assessment	17. EVCS has met this goal. EVCS Grade 7 Math students scored 27% in proficiency, while the district of location Grade 7 Math students scored 7% in proficiency. EVCS outperformed the district of location by 20%.	17.
	18. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will out-perform the district of location in proficiency by 20% on NYS Math assessments for their grade level.	17. New York State Mathematics Assessment	18. EVCS has met this goal. EVCS Grade 8 Math students scored 52% in proficiency, while the district of location Grade 8 Math students scored 7% in proficiency. EVCS outperformed the district of location by 45%.	18.
Academic Goal 10	19. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	19. New York State English Language Arts Assessments	19. EVCS has met this goal. EVCS Grade 3 ELA students scored 50% in proficiency, while the state average in proficiency on NYS ELA assessments was 31%. EVCS exceeded the state average by 19%.	19.
	20. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	20. New York State English Language Arts Assessments	20. EVCS has met this goal. EVCS Grade 4 ELA students scored 62% in proficiency, while the state average in proficiency on NYS ELA assessments was 30%. EVCS exceeded the state average by 32%.	20.
Academic Goal 11	21. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed	21. New York State English Language Arts Assessments	21. EVCS has met this goal. EVCS Grade 5 ELA students scored 33% in proficiency, while the state average in proficiency on	21.

	the State average in proficiency on NYS ELA assessments.		NYS ELA assessments was 30%. EVCS exceeded the state average by 3%.	22.
	22. By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	22. New York State English Language Arts Assessments	22. EVCS has met this goal. EVCS Grade 6 ELA students scored 38% in proficiency, while the state average in proficiency on NYS ELA assessments was 30%. EVCS exceeded the state average by 8%.	
Academic Goal 12	23. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	23. New York State English Language Arts Assessments	23. EVCS has not met this goal. EVCS Grade 7 ELA students scored 23% in proficiency, while the state average in proficiency on NYS ELA assessments was 31%.	23. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
	24. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS ELA assessments.	24. New York State English Language Arts Assessments	24. EVCS has not met this goal. EVCS Grade 8 ELA students scored 30% in proficiency, while the state average in proficiency on NYS ELA assessments was 34%.	24. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
Academic Goal 13	25. By the end of the 2nd full charter term, students in grade 3 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	25. New York State Mathematics Assessment	25. EVCS has met this goal. EVCS Grade 3 Math students scored 73% in proficiency, while the state average in proficiency on NYS Math assessments was 34%. EVCS exceeded the state average by 39%.	25.
	26. By the end of the 2nd full charter term, students in grade 4 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math	26. New York State Mathematics Assessment	26. EVCS has met this goal. EVCS Grade 4 Math students scored 60% in proficiency, while the state average in proficiency on NYS Math assessments was 36%. EVCS exceeded the state average by 24%.	26.

assessments.				
Academic Goal 14	27. By the end of the 2nd full charter term, students in grade 5 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	27. New York State Mathematics Assessment	27. EVCS has met this goal. EVCS Grade 5 Math students scored 41% in proficiency, while the state average in proficiency on NYS Math assessments was 30%. EVCS exceeded the state average by 11%.	27.
	By the end of the 2nd full charter term, students in grade 6 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	28. New York State Mathematics Assessment	28. EVCS has met this goal. EVCS Grade 6 Math students scored 57% in proficiency, while the state average in proficiency on NYS Math assessments was 31%. EVCS exceeded the state average by 26%.	28.
Academic Goal 15	29. By the end of the 2nd full charter term, students in grade 7 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	29. New York State Mathematics Assessment	29. EVCS has not met this goal. EVCS Grade 7 Math students scored 27% in proficiency, while the state average in proficiency on NYS Math assessments was 28%.	29. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
	30. By the end of the 2nd full charter term, students in grade 8 who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Math assessments.	30. New York State Mathematics Assessment	30. EVCS has met this goal. EVCS Grade 8 Math students scored 52% in proficiency, while the state average in proficiency on NYS Math assessments was 27%. EVCS exceeded the state average by 25%.	30.
Academic Goal 16	31. By the end of the 2nd full charter term, 4th Grade students who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Science assessments.	31. New York State 4th Grade Science Assessment.	31. EVCS has met this goal. EVCS Grade 4 Science students scored 100% in proficiency, while the state average in proficiency on NYS Science 4 assessments was 88%. EVCS exceeded the state average by 12%.	31.
	32. By the end of the 2nd full charter term, 8th Grade students who have been continuously enrolled at EVCS will meet or exceed the State average in proficiency on NYS Science assessments.	32. New York State 8th Grade Science Assessment	32. EVCS has met this goal. EVCS Grade 8 Science students scored 83% in proficiency, while the state average in proficiency on NYS Science 8 assessments was 69%. EVCS exceeded the state average by 14%.	32.

2a2. Do have more academic goals to add?

Yes

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 17	33. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	33. New York State English Language Arts Assessment	33. EVCS has not met this goal. Grade 3 ELA students scored 50% proficiency in 2013 the baseline year.	33. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
Academic Goal 18	34. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	34. New York State English Language Arts Assessment	34. EVCS has not met this goal. Grade 4 ELA students scored 62% proficiency in 2013 the baseline year.	34. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
Academic Goal 19	35. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	35. New York State English Language Arts Assessment	35. EVCS has not met this goal. Grade 5 ELA students scored 33% proficiency in 2013 the baseline year.	35. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
Academic Goal 20	36. 75% of the students in grade 6 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	36. New York State English Language Arts Assessment	36. EVCS has not met this goal. Grade 6 ELA students scored 38% proficiency in 2013 the baseline year.	36. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
Academic Goal 21	37. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	37. New York State English Language Arts Assessment	37. EVCS has not met this goal. Grade 7 ELA students scored 23% proficiency in 2013 the baseline year.	37. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in

				place for all of the teachers, and we have increased support staff.
Academic Goal 22	38. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS ELA assessment.	38. New York State English Language Arts Assessment	38. EVCS has not met this goal. Grade 8 ELA students scored 30% proficiency in 2013 the baseline year.	38. Elmwood Village Charter School consistently reviews programming to ensure consistent alignment with the CCSS. A new curriculum was purchased for the middle school ELA that is more aligned with the standards. Mentors are in place for all of the teachers, and we have increased support staff.
Academic Goal 23	39. 75% of the students in grade 3 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	39. New York State Mathematics Assessment	39. EVCS has not met this goal. Grade 3 Math students scored 73% proficiency in 2013 the baseline year.	39. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
Academic Goal 24	40. 75% of the students in grade 4 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	40. New York State Mathematics Assessment	40. EVCS has not met this goal. Grade 4 Math students scored 60% proficiency in 2013 the baseline year.	40. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
Academic Goal 25	41. 75% of the students in grade 5 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	41. New York State Mathematics Assessment	41. EVCS has not met this goal. Grade 5 Math students scored 41% proficiency in 2013 the baseline year.	41. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
Academic Goal 26	42. 75% of the students in grade 6 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	42. New York State Mathematics Assessment	42. EVCS has not met this goal. Grade 6 Math students scored 57% proficiency in 2013 the baseline year.	42. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
Academic Goal 27	43. 75% of the students in grade 7 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment. .	43. New York State Mathematics Assessment	43. EVCS has not met this goal. Grade 7 Math students scored 27% proficiency in 2013 the baseline year.	43. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
Academic Goal 28	44. 75% of the students in grade 8 who are continuously enrolled at EVCS will maintain a Level 3 or increase to a Level 4 on the NYS Math assessment.	44. New York State Mathematics Assessment	44. EVCS has not met this goal. Grade 8 Math students scored 52% proficiency in 2013 the baseline year.	44. Elmwood Village Charter School has increased support staff, aligned the Everyday Math curriculum with the CCSS and continues to have mentors in place for all of the teachers.
Academic Goal 29				
Academic Goal 30				

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Once enrolled in EVCS, 80% of students will re-enroll for the following year, as measured by yearly enrollment data.	Yearly Enrollment Data	94% We have met this goal.	N/A
Org Goal 2	80% of responding parents will report they are satisfied with EVCS, as measured by an annual survey.	Annual Parent Survey	99.2% We have met this goal.	N/A
Org Goal 3				
Org Goal 4				
Org Goal 5				

2b.1 Do you have more organizational goals to add?

(No response)

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1				

Financial Goal 2

Financial Goal 3

Financial Goal 4

Financial Goal 5

Appendix B
Elmwood Village Charter School
Total Expenditures and Administrative Expenditures per Child
6/30/2013

<u>Total Expenditures per Child</u>	\$ 11,898
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<u>Total Administrative Expenditures per Child</u>	\$ 4,169
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ELMWOOD VILLAGE CHARTER SCHOOL

FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2013 AND 2012



KIRISITS & ASSOCIATES
CPAS, PLLC
CERTIFIED PUBLIC ACCOUNTANTS

ACCOUNTANT'S COMPILATION REPORT

The Board of Directors
Elmwood Village Charter School
Buffalo, New York

Karen E. Burhans, CPA
Partner

Lisa M. Kirisits CPA, MBA
Managing Partner

We have compiled the accompanying statements of financial position of Elmwood Village Charter School as of June 30, 2013 and 2012, and the related statements of activities for the years ended June 30, 2013 and 2012. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The objective of the compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the organization's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Kirisits & Associates CPAS, PLLC

July 26, 2013



Financial Supplemental Data Request Form

for Regents-Authorized Charter Schools

School Name: Elmwood Village Charter School

Date: July 26, 2013

School Fiscal Contact Name: Lisa M. Kirisits
School Fiscal Contact Email: [REDACTED]
School Fiscal Contact Phone: [REDACTED]
District of Location: Buffalo
Authorizer: SED
Years of Operation: 7
Facility: Private or Public
Grades Currently Served: K-8
Planned Grades at Full Capacity: K-8
Enrollment: 297.1064
Max Enrollment: 450
Year of Most Recent Data: 2013
School Fiscal Contact Phone: [REDACTED]

School Audit Firm Name: Lumsden & McCormick, LLP
School Audit Contact Name: Donna Gonser
School Audit Contact Email: dgonser@lumsden CPA.com
School Audit Contact Phone: 716-856-3300

Latest Audit Period (through June 30): 2012

Do Not Use this Box Elmwood Village Charter School2012

FILL IN GRAY CELLS

Elmwood Village Charter School
STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,
 (See Accountant's Compilation Report)

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 2,674,696	\$ 1,615,090
Grants and contracts receivable	39,300	85,114
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	35,179	45,848
Contributions and other receivables	-	-
Other	21,943	34,007
TOTAL CURRENT ASSETS	<u>2,771,118</u>	<u>1,780,059</u>
OTHER ASSETS		
Investments	-	-
Property, Plant and Equipment, Net	3,430,394	1,542,200
Restricted Cash	-	-
OTHER ASSETS	<u>3,430,394</u>	<u>1,542,200</u>
TOTAL ASSETS	<u>\$ 6,201,512</u>	<u>\$ 3,322,259</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 72,063	\$ 631,045
Accrued payroll and benefits	349,152	266,298
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	169,665	9,980
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
TOTAL CURRENT LIABILITIES	<u>590,880</u>	<u>907,323</u>
LONG-TERM DEBT, net current maturities	<u>2,445,227</u>	<u>25,993</u>
TOTAL LIABILITIES	<u>3,036,107</u>	<u>933,316</u>
NET ASSETS		
Unrestricted	3,165,405	2,388,943
Temporarily restricted	-	-
TOTAL NET ASSETS	<u>3,165,405</u>	<u>2,388,943</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 6,201,512</u>	<u>\$ 3,322,259</u>

Check - -

FILL IN GRAY CELLS

Elmwood Village Charter School

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

(See Accountant's Compilation Report)

	2013			2012
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$ 3,840,233	\$ -	\$ 3,840,233	\$ 3,192,395
Federal - Title and IDEA	-	124,710	124,710	75,518
Federal - Other	-	3,086	3,086	-
State and City Grants	-	57,399	57,399	42,601
Contributions and private grants	-	-	-	13,329
After school revenue	-	-	-	-
Other	196,697	-	196,697	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	4,036,930	185,195	4,222,125	3,323,843
EXPENSES				
Program Services				
Regular Education	2,033,127	-	2,033,127	1,653,936
Special Education	632,192	-	632,192	439,151
Other Programs	18,195	-	18,195	105,829
Total Program Services	2,683,514	-	2,683,514	2,198,916
Supporting Services				
Management and general	831,843	-	831,843	513,268
Fundraising	19,589	-	19,589	14,321
TOTAL OPERATING EXPENSES	3,534,946	-	3,534,946	2,726,505
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	501,984	185,195	687,179	597,338
Contributions				
Foundations	-	-	-	-
Individuals	21,416	-	21,416	-
Corporations	5,300	-	5,300	-
Fundraising	41,592	-	41,592	34,660
Interest income	6,005	-	6,005	-
Miscellaneous income	14,970	-	14,970	17,351
Net assets released from restriction	185,195	(185,195)	-	-
TOTAL SUPPORT AND OTHER REVENUE	274,478	(185,195)	89,283	52,011
CHANGE IN NET ASSETS	776,462	-	776,462	649,349
NET ASSETS BEGINNING OF YEAR	2,388,943	-	2,388,943	1,739,594
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 3,165,405	\$ -	\$ 3,165,405	\$ 2,388,943

Audited Financial Statement Checklist

Created Thursday, October 31, 2013

Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	False	False	True
CSP Agreed Upon Procedures (if applicable)	False	False	True
Management Letter	False	False	True
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

	Yes	No
Report on Compliance	False	True
Report on Internal Control over Financial Reporting	False	True
Single Audit	False	True
CSP Agreed Upon Procedures Report	False	True
Management Letter	False	True

Thank you John .

ELMWOOD VILLAGE CHARTER SCHOOL

**FINANCIAL STATEMENTS
WITH ADDITIONAL INFORMATION**

June 30, 2013

Table of Contents

June 30, 2013

Financial Statements

Independent Auditors' Report

Financial Statements

Notes to Financial Statements

Additional Information

Schedule of Expenses

Reporting Required by Government Auditing Standards

Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
Elmwood Village Charter School

We have audited the accompanying balance sheets of Elmwood Village Charter School (the School) as of June 30, 2013 and 2012, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also involves evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Accompanying Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenses is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2013 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "Lumsden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 16, 2013

ELMWOOD VILLAGE CHARTER SCHOOL

Balance Sheets

June 30,	2013	2012
Assets		
Current assets:		
Cash	\$ 2,674,696	\$ 1,615,090
Grants and other receivables (Note 2)	39,258	85,114
Prepaid expenses and other	57,122	79,855
	<u>2,771,076</u>	<u>1,780,059</u>
Property and equipment, net (Note 3)	<u>3,430,394</u>	<u>1,542,200</u>
	<u>\$ 6,201,470</u>	<u>\$ 3,322,259</u>
Liabilities and Net Assets		
Current liabilities:		
Current portion of long-term debt (Note 5)	\$ 169,665	\$ 9,980
Accounts payable	40,405	598,913
Accrued expenses	388,061	298,430
	<u>598,131</u>	<u>907,323</u>
Long-term debt (Note 5)	2,445,227	25,993
Net assets:		
Unrestricted	<u>3,158,112</u>	<u>2,388,943</u>
	<u>\$ 6,201,470</u>	<u>\$ 3,322,259</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOL

Statements of Activities

For the years ended June 30,	2013	2012
Changes in unrestricted net assets:		
Support and revenue:		
Public school districts:		
Revenue - resident student enrollment	\$ 3,555,875	\$ 2,980,225
Revenue - students with disabilities	318,930	212,170
Federal grants	93,160	75,518
State grants	57,399	42,601
Contributions	26,716	13,329
Special event revenues, net of expenses of \$19,589 and \$14,321	22,002	20,339
Rental income	196,697	-
Other income	20,976	17,351
Total support and revenue	<u>4,291,755</u>	<u>3,361,533</u>
Expenses:		
Program expenses:		
Regular education	2,156,689	1,653,936
Special education	595,373	439,151
Other program	94,354	105,829
Supporting services:		
Management and general	676,170	513,268
Total expenses	<u>3,522,586</u>	<u>2,712,184</u>
Change in net assets	769,169	649,349
Net assets - beginning	<u>2,388,943</u>	<u>1,739,594</u>
Net assets - ending	<u>\$ 3,158,112</u>	<u>\$ 2,388,943</u>

See accompanying notes.

ELMWOOD VILLAGE CHARTER SCHOOL

Statements of Cash Flows

For the years ended June 30,	2013	2012
Operating activities:		
Change in net assets	\$ 769,169	\$ 649,349
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	204,356	56,316
Amortization	3,755	-
Loss on disposal of property and equipment	3,716	-
Changes in other operating assets and liabilities:		
Grants and other receivables	45,856	(60,349)
Prepaid expenses and other	18,978	(30,929)
Accounts payable	(79,209)	53,079
Accrued expenses	89,631	108,737
Net operating activities	1,056,252	776,203
Investing activities:		
Property and equipment expenditures	(2,559,737)	(888,347)
Financing activities:		
Proceeds from issuance of long-term debt	2,647,087	-
Principal payments on long-term debt	(83,996)	(9,603)
Net financing activities	2,563,091	(9,603)
Net change in cash	1,059,606	(121,747)
Cash - beginning	1,615,090	1,736,837
Cash - ending	\$ 2,674,696	\$ 1,615,090

See accompanying notes.

Notes to Financial Statements

1. Summary of Significant Accounting Policies:

Organization and Purpose:

Elmwood Village Charter School (the School) operates a charter school in the City of Buffalo, New York (the City) approved by the New York State Education Department Board of Regents. The School currently offers classes from kindergarten through eighth grade. The School has been chartered through June 2015 and continued operations are contingent upon approval of its charter renewal.

Cash:

Cash in financial institutions potentially subjects the School to concentrations of credit risk, since it may exceed insured limits at various times throughout the year.

Accounts Receivable:

Accounts receivable are stated at the amounts management expects to collect from outstanding balances. Balances that are outstanding after management has used reasonable collection efforts are written off through a charge to bad debts expense and a credit to accounts receivable. An allowance for doubtful accounts is considered unnecessary by management because all significant amounts deemed uncollectible are written off each year.

Property and Equipment:

Property and equipment is stated at cost net of accumulated depreciation. Depreciation is provided over estimated asset service lives. Maintenance and repairs are charged to operations as incurred; significant improvements are capitalized.

Enrollment Fees:

The School is reimbursed based on the approved operating expense per pupil of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved operating expense per pupil and the full time equivalent enrollment of the students in the Charter School residing in the district. The School's enrollment fees are received primarily from the City.

Fees and Grants:

The School is the recipient of awards and reimbursements from federal, state and local sources. The awards and reimbursements are subject to compliance and financial audits by the funding sources. Management believes no significant adjustments are necessary to recognized amounts.

Contributions:

Contributions are reported at fair value at the date the contribution is made. Contributions are recorded as restricted support if they are received with donor stipulations that limit their use. When a donor restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Contributions received with donor-imposed restrictions that are met in the same reporting period are shown as unrestricted revenue. There were no restricted contributions or net assets as of and for the years ended June 30, 2013 and 2012.

Income Taxes:

The School is a 501(c)(3) organization exempt from taxation under Section 501(a) of the Internal Revenue Code.

Management believes that the School is no longer subject to examination by federal and state taxing authorities for years prior to 2010.

Subsequent Events:

The School has evaluated events and transactions for potential recognition or disclosure in the financial statements through October 16, 2013 (the date the financial statements were available to be issued).

Use of Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Cost Allocation:

The School's costs of providing its various programs and activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

2. Grants and Other Receivables:

	2013	2012
Grants	\$ 20,599	\$ 66,080
Other	18,659	19,034
	<u>\$ 39,258</u>	<u>\$ 85,114</u>

3. Property and Equipment:

	2013	2012
Buildings and improvements	\$ 3,338,746	\$ 566,888
Leasehold improvements	140,806	140,806
Instructional equipment	286,980	247,786
Office equipment	124,005	98,478
Construction in progress	-	753,425
	<u>3,890,537</u>	<u>1,807,383</u>
Less accumulated depreciation	460,143	265,183
	<u>\$ 3,430,394</u>	<u>\$ 1,542,200</u>

4. Short-Term Borrowings:

At June 30, 2013, the School has available a \$200,000 unsecured bank demand line of credit for working capital with interest payable at prime plus .25% (\$150,000 with interest payable at prime plus 1% at June 30, 2012). The line is subject to the usual terms and conditions applied by the bank for working capital financing, and is annually reviewed and renewed. There were no borrowings on lines of credit at June 30, 2013 and 2012.

5. Long Term Debt

	2013	2012
Bank mortgage notes payable, monthly installments of \$23,348 including interest at 4.75%, secured by related building and equipment, balloon payment of approximately \$1,875,000 due August 2017.	\$ 2,577,370	\$ -
Equipment loans, varying monthly installments and interest rates, secured by related equipment, due February 2014 through November 2017.	37,522	35,973
	<u>2,614,892</u>	<u>35,973</u>
Less current portion	169,665	9,980
	<u>\$ 2,445,227</u>	<u>\$ 25,993</u>

Aggregate maturities on long-term debt subsequent to June 30, 2013 are:

2014	\$ 169,665
2015	178,421
2016	184,562
2017	2,080,633
2018	1,611
	<u>\$ 2,614,892</u>

6. Contingencies:

The School is subject to claims and lawsuits that arise in the ordinary course of business. In the opinion of management, these claims and lawsuits will not have a material adverse effect upon the financial position of the School.

7. Retirement Plan:

The School participates in the New York State Teachers' Retirement System (TRS) which is a cost-sharing multiple employer, public employee retirement system. TRS offers a wide range of plans and benefits which are related to years of service and final average salary, vesting of retirement benefits, death and disability.

TRS is administered by the New York State Teachers' Retirement Board and provides benefits to plan members and beneficiaries as authorized by the Education Law and the Retirement and Social Security Law of the State of New York. TRS issues a publicly available financial report that contains financial statements and required supplementary information for the system. The report may be obtained from the New York State Teachers' Retirement System at www.nystrs.org.

TRS requires employee contributions of 3% of salary for the first 10 years of service for those employees who joined between July 1976 and December 2009. Participants hired on or after January 1, 2010 through March 31, 2012 are required to contribute 3.5% of compensation throughout their active membership in TRS. Participants hired on or after April 1, 2012 are required to contribute 3.5% of compensation through March 31, 2013. Beginning April 1, 2013, those participants contribute a percentage ranging from 3% to 6% each year, based on their level of compensation. No employee contribution is required for those hired prior to July 1976. Pursuant to Article 11 of the Education Law, an actuarially determined contribution rate is established annually by the New York State Teachers' Retirement Board. The rate is 11.84% of the annual covered payroll for the year ended June 30, 2013, and 11.11% for the year ended June 30, 2012.

The School's required contributions for the years ended June 30, 2013 and 2012 were \$168,885 and \$123,810.

8. Operating Lease:

The School leases property under the terms of a non-cancelable operating lease. Rental expense under this lease was \$255,796 and \$271,916 for the years ended June 30, 2013 and 2012. The School purchased a building from the City during fiscal 2012, and entered into a non cancellable sub lease for this property subsequent to year end.

Future minimum annual rentals due are:

2014	\$	241,100
2015		241,100
2016		241,100
2017		265,100
2018		265,100
Thereafter		<u>2,241,300</u>
	\$	<u>3,494,800</u>

Future minimum annual rentals to be received under the sublease are:

2014	\$	214,600
2015		214,600
2016		214,600
2017		214,600
2018		232,400
Thereafter		<u>255,600</u>
	\$	<u>1,346,400</u>

9. Cash Flows Information

Net cash flows from operating activities reflect cash payments for interest of \$81,655 and \$3,353 for the years ended June 30, 2013 and 2012.

Noncash investing and financing activities excluded from the statements of cash flows include \$15,828 and \$23,189 of equipment acquired through long-term debt financing in 2013 and 2012.

The 2012 statement of cash flows excludes the effect of property and equipment additions included in accounts payable totaling \$479,299 at June 30, 2012.

Additional Information
Schedules of Expenses

For the year ended June 30, 2013 (with comparative totals for 2012)

	2013					2012
	Regular Education	Special Education	Other Program	Management and General	Total	Total
Salaries	\$ 1,142,005	\$ 314,787	\$ 58,158	\$ 220,760	\$ 1,735,710	\$ 1,402,940
Employee benefits and taxes	390,746	107,707	19,899	75,535	593,887	439,129
Advertising	-	-	-	3,422	3,422	880
Contracted services	62,152	102,972	-	27,080	192,204	143,947
Dues and subscriptions	3,285	906	167	635	4,993	5,062
Fieldtrips	24,769	-	-	-	24,769	10,986
Insurance	-	-	-	77,820	77,820	45,052
Interest	-	-	-	81,655	81,655	3,353
Occupancy	168,300	46,391	8,571	32,534	255,796	271,916
Postage	-	-	-	2,388	2,388	2,441
Student activities	3,626	-	-	-	3,626	5,157
Printing	-	-	-	1,367	1,367	941
Supplies and materials	26,371	-	-	-	26,371	29,740
Office expense	-	-	-	16,753	16,753	14,090
Other expenses	-	-	-	34,062	34,062	8,642
Professional fees	-	-	-	66,511	66,511	74,256
Recruitment	-	-	-	-	-	930
Repairs and maintenance	46,331	12,771	2,359	8,956	70,417	51,448
Staff development	3,931	-	-	-	3,931	6,925
Technology	29,233	-	-	-	29,233	25,798
Telephone	5,121	1,411	261	990	7,783	8,914
Testing and assessments	7,533	-	-	-	7,533	29,037
Textbooks	25,345	-	-	-	25,345	26,335
Travel	2,430	-	-	-	2,430	7,627
Utilities	30,574	8,428	1,557	5,910	46,469	40,322
	1,971,752	595,373	90,972	656,378	3,314,475	2,655,868
Depreciation and amortization	184,937	-	3,382	19,792	208,111	56,316
Total	\$ 2,156,689	\$ 595,373	\$ 94,354	\$ 676,170	\$ 3,522,586	\$ 2,712,184

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Board of Trustees
Elmwood Village Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Elmwood Village Charter School (the School), which comprise the balance sheet as of June 30, 2013, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 16, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Lynden & McCormick, LLP". The signature is written in a cursive, flowing style.

October 16, 2013

FINAL

Approved by BOT on 5/8/13

**Elmwood Village Charter School
Projected Operating Budget
July 1, 2013 - June 30, 2014**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Revenue													
School District Payments (State Aid)	-		390,163	390,163	390,163	390,163	390,163	390,163	390,163	390,163	390,163	390,158	3,901,625
Special Education	-	-	27,190	27,190	27,190	27,190	27,190	27,190	27,190	27,190	27,190	27,190	271,900
Grants - Federal, State & Private	-	-	7,860	7,860	7,860	7,860	7,860	7,860	7,860	7,860	7,860	7,860	78,600
Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental Income	17,880	17,880	17,880	17,880	17,880	17,880	17,880	17,880	17,880	17,880	17,880	17,899	214,579
Interest Income	180	180	180	180	180	180	180	180	180	180	180	220	2,200
Field trips	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,630	20,000
Total Revenue	19,730	19,730	444,943	444,957	4,488,904								
Expenses													
Instructional:													
Instructional salaries	1,500	44,153	86,806	86,806	86,806	86,806	86,806	86,806	86,806	86,806	86,806	86,823	913,730
Instructional aides	-	9,334	18,667	18,667	18,667	18,667	18,667	18,667	18,667	18,667	18,667	18,663	196,000
Professional salaries	-	4,202	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,403	8,401	88,230
Instructional consultants	-	-	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	3,600	36,000
Student services - nursing	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000
Spec Ed salaries	5,270	23,330	41,392	41,392	41,392	41,392	41,392	41,392	41,392	41,392	41,392	41,352	442,480
Special Ed services	-	-	14,350	14,350	14,350	14,350	14,350	14,350	14,350	14,350	14,350	14,370	143,520
Food service	-	714	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,425	15,000
Instructional materials	5,960	3,860	1,850	4,930	1,650	440	-	160	890	720	160	9,380	30,000
Classroom supplies	870	20,570	1,340	780	950	900	1,010	370	1,230	340	140	1,500	30,000
Library books	1,000	1,000	-	-	-	-	-	-	-	-	-	-	2,000
Student testing & assessment	-	-	4,063	4,063	4,063	4,063	4,063	4,063	4,063	4,063	4,063	4,063	40,630
Field trips @ \$65 per student	-	-	1,990	1,990	1,990	1,990	1,990	1,990	1,990	1,990	1,990	1,970	19,880
Administrative:													
Salaries	18,400	19,857	21,314	21,314	21,314	21,314	21,314	21,314	21,314	21,314	21,314	21,207	251,290
Staff Recruitment	500	500	-	-	-	-	-	-	-	-	-	-	1,000
Student recruitment	1,000	1,000	-	-	-	-	-	-	-	-	-	-	2,000
Professional Development - workshops	830	830	830	830	830	830	830	830	830	830	830	870	10,000
Conferences	420	420	420	420	420	420	420	420	420	420	420	380	5,000
Consultants	830	830	830	830	830	830	830	830	830	830	830	870	10,000
Dues & Memberships	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Board Development	170	170	170	170	170	170	170	170	170	170	170	130	2,000
Meetings	40	40	40	40	40	40	40	40	40	40	40	60	500
Maintenance:													
Maintenance salary	10,150	10,150	10,150	10,150	10,150	10,150	10,150	10,150	10,150	10,150	10,150	10,350	122,000
Bldg maint & other occupancy	470	470	470	470	470	470	470	470	470	470	470	430	5,600
Contracted services	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,680	1,710	20,190
Custodial supplies	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,670	1,630	20,000
Equipment repair	3,090	3,090	3,090	3,090	3,090	3,090	3,090	3,090	3,090	3,090	3,090	3,030	37,020

FINAL

Approved by BOT on 5/8/13

**Elmwood Village Charter School
Projected Operating Budget
July 1, 2013 - June 30, 2014**

	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
General:													
Payroll taxes	11,650	15,870	17,680	17,570	18,170	16,890	21,150	21,240	19,730	17,470	17,830	17,750	213,000
Health Insurance	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	34,500	414,000
Pension	16,100	20,180	24,280	29,550	28,360	25,230	25,230	25,710	25,470	25,710	27,170	24,610	297,600
Rent	21,330	21,330	21,330	21,330	21,330	21,330	21,330	21,330	21,330	21,330	21,330	21,670	256,300
Utilities	-	14,580	6,190	-	6,130	7,490	7,820	8,130	7,260	4,880	6,610	14,510	83,600
Insurance	5,060	5,060	5,060	5,060	5,060	5,060	5,060	5,060	5,060	5,060	5,060	5,020	60,680
Office supplies & expense	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
Telephone	750	750	750	750	750	750	750	750	750	750	750	750	9,000
Technology	3,170	3,170	3,170	3,170	3,170	3,170	3,170	3,170	3,170	3,170	3,170	3,130	38,000
Equipment maintenance	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Postage	170	170	170	170	170	170	170	170	170	170	170	170	2,000
Printing	170	170	170	170	170	170	170	170	170	170	170	170	2,000
Advertising & marketing	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Contracted services (copier lease)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
Professional Fees	8,730	8,730	8,730	8,730	8,730	8,730	8,730	8,730	8,730	8,730	8,730	8,710	104,740
Payroll processing fees	190	190	190	190	190	190	190	190	190	190	190	190	2,300
Miscellaneous	420	420	420	420	420	420	420	420	420	420	420	420	5,000
Bank charges	170	170	170	170	170	170	170	170	170	170	170	170	2,000
Fundraising	420	420	420	420	420	420	420	420	420	420	420	420	5,000
Depreciation	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,330	8,370	100,000
Building depreciation	20,830	20,830	20,830	20,830	20,830	20,830	20,830	20,830	20,830	20,830	20,830	20,870	250,000
Interest expense	280	280	280	280	280	280	280	280	280	280	280	280	3,300
Interest expense - Building	8,285	8,264	8,242	8,220	8,198	8,176	16,487	16,444	16,402	16,359	16,316	16,267	147,660
Total expenses	197,455	314,334	389,516	390,984	393,392	389,060	401,631	401,988	400,916	395,413	398,160	414,001	4,486,850
Increase in net assets	(177,725)	(294,604)	55,427	53,959	51,551	55,883	43,312	42,955	44,027	49,530	46,783	30,956	2,054
	(177,725)	(472,329)	(416,902)	(362,943)	(311,392)	(255,509)	(212,197)	(169,242)	(125,215)	(75,685)	(28,902)	-	-
Cash Flow													
Add: Non-Cash Expenditures & Proceeds from Line of Credit													
State Aid cash payments	650,271				650,271		650,271		650,271		650,270		3,901,625
Proceeds from Line of Credit	-												-
Proceeds from Long Term Debt	2,000,000												2,000,000
Planned use of cash reserves	385,000												385,000
Depreciation	29,160	29,160	29,160	29,160	29,160	29,160	29,160	29,160	29,160	29,160	29,160	29,240	350,000
	3,064,431	29,160	679,431	29,160	679,431	29,160	679,431	29,160	679,431	29,160	679,430	29,240	6,636,625
Less: Capital Equipment Purchases & Payments on Line of Credit													
State Aid revenue recognition	-	-	(390,163)	(390,163)	(390,163)	(390,163)	(390,163)	(390,163)	(390,163)	(390,163)	(390,163)	(390,158)	(3,901,625)
Purchase of Building	(2,500,000)												(2,500,000)
Capital equipment purchases	(10,000)	(5,000)	(69,000)										(84,000)
Payment of debt - building purch	(5,493)	(5,515)	(5,537)	(5,558)	(5,580)	(5,603)	(10,491)	(10,533)	(10,575)	(10,619)	(10,662)	(10,704)	(96,870)
Payment of Line of Credit													
	(2,515,493)	(10,515)	(464,700)	(395,721)	(395,743)	(395,766)	(400,654)	(400,696)	(400,738)	(400,782)	(400,825)	(400,862)	(6,582,495)
Cash at Beg of year													
Net cash inflow/outflow	371,213	(275,959)	270,158	(312,602)	335,239	(310,723)	322,089	(328,581)	322,720	(322,092)	325,388	(340,666)	56,184
YTD cash inflow/outflow	371,213	95,254	365,412	52,810	388,049	77,326	399,415	70,834	393,554	71,462	396,850	56,184	56,184

Appendix E: Disclosure of Financial Interest Form

Created Thursday, July 11, 2013

Updated Friday, July 19, 2013

Page 1

140600860896 ELMWOOD VILLAGE CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2012-13 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at: <http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/>.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <http://fluidsurveys.com/account/surveys/210748/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.

Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix F: BOT Membership Table

Created Monday, July 01, 2013

Updated Thursday, July 11, 2013

Page 1

140600860896 ELMWOOD VILLAGE CS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Mimi Barnes Coppola		Yes	Founder, Educator	8/2007-6/2010 (elected 8/15/07); 7/2010-6/2013 (re-elected 6/24/10)	Nominating
2	Marguerite Battaglia-Evans		Yes	Founder, Educator	6/2006-6/2009 (elected 6/2006); 7/2009-6/2012 (re-elected 6/24/09); 7/2012-6/2015 (re-elected 6/20/12)	Nominating
3	Roy Clay	Parent Rep	Yes	Parent	7/2012-6/2015 (elected 6/20/12)	Technology
4	Leah Eagan-Stoddard	Vice Chair/Vice President	Yes	Parent Rep	6/2011-6/2014 (elected 6/15/11)	Nominating, Facilities
5	Liz Evans	Chair/President	Yes	Founder	12/2006-6/2009 (elected 12/06); 7/2009-6/2012 (re-elected 6/24/09); 7/2012-6/2015 (re-elected 6/20/12)	Nominating, finance/Audit, Facilities
6	Concetta Ferguson	Treasurer	Yes	Parent	7/2009-6/2012 (elected 6/24/09); 7/2012-6/2014 (re-elected 6/20/12 to fulfill the remaining term of Catherine Herrick)	Finance/Audit, Facilities
7	Kathy Franklin-Adams		Yes	Educator	8/2006-6/2008 (Founding board member); 7/2008-6/2011 (re-elected 6/18/08); 7/2011-6/2014 (re-elected 6/15/11)	
8	Frank Housh		Yes	Attorney	7/2010-6/2013 (elected 6/24/10) Resigned 1/2013	Facilities
9	Pamela Pollock	Secretary	Yes	Educator	8/2007-6/2010 (elected 8/07); 7/2010-6/2013 (re-elected 6/24/10)	
10	Matthew Ryan		Yes	Financial	7/2010-6/2013 (elected 5/12/10)	Finance/Audit, Facilities
11	Jennifer Bernacki-Smith		Yes	Attorney	1/2013-6/2013 (elected 6/19/2013 to fulfill the remaining term of Frank Housh)	Facilities
12	Empty				July 2012-June 2015	
13						
14						
15						
16						

17

18

19

20

2. Total Number of Members Joining Board during the 2012-13 school year

2

3. Total Number of Members Departing the Board during the 2012-13 school year

1

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

11

5. How many times did the Board meet during the 2012-13 school year?

12

6. How many times will the Board meet during the 2013-14 school year?

12

Thank you.

**The Elmwood Village Charter School
Board of Trustees Meeting
Saturday, August 18, 2012**

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan

Trustees Absent: Frank Housh

Others Present: John Sheffield, EVCS Director; Chuck Hertrick, Center for Community at St. John Fisher College and scheduled presenter at EVCS Board Development

Liz Evans called the meeting to order at 10:45 a.m.

1. Liz presented the agenda for the meeting. There were no changes. **Approved.**
2. Minutes from the Board of Trustees meeting held on June 20, 2012 were presented. **Matt moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.**

3. FINANCIALS

Financial reports were not available. **Matt moved and Kathy seconded that the financial reports be tabled until the next meeting. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

Construction

Liz noted that John Masters, from BRD, Has stated that “EVCS is dangerously close to the top of the contingency” (\$158,000/\$160,000). He suggested that the contingency be raised to avoid any unnecessary construction delays. **Pam moved and Matt seconded that the Board empower Liz to sign a change order not to exceed 10%. Approved. Mimi abstained.**

Delays

Several factors have slowed the construction process. First, the City of Buffalo took sixteen weeks to complete the permitting process. Also, there have been some unforeseen difficulties, such as the unexpected requirement for new, rather than refurbished, fire-doors. Nevertheless, it is expected that EVCS will receive the certificate of occupancy and open school as scheduled.

5. FUND RAISING/DEVELOPMENT

As previously reported, Liz and Anne Wechsler met with Beth Gosch, Director of the WNY Foundation, to discuss strategies for future fundraising. A capital campaign with a targeted amount was suggested for the near future. The importance of energetic self-marketing was stressed. Leah has volunteered to Chair the Development Committee. The need for aggressive marketing has been highlighted. EVCS has received a proposal from Sally Crowley, an independent marketer, who has experience working with groups similar to EVCS. Her focus would be to help EVCS develop a cohesive story and polished verbal message, and to prepare an ask from the WNY Foundation. It would require a one-year marketing plan and would cost an estimated \$1750-\$2500. **Matt moved and Concetta seconded that the Board authorize the proposed marketing plan. Approved unanimously.**

6. DIRECTOR'S SUMMARY OF ACTIVITIES

Personnel

John announced the following new hires:

Andrea Hartmann	½ time ESL teacher
Katherine Giansante	K-8 Spanish teacher
Courtney Hartman	1/4 time Spec. Ed. teacher; 3/4 time teaching asst.

In addition, Dr. Norman Crouse, will be assisting Norma Fletcher with teacher mentoring. The school is currently fully staffed. Should EVCS qualify, on the basis of student poverty level, for entire school Title I, an additional AmeriCorps person will be hired.

7. OLD BUSINESS

There was no additional old business.

8. NEW BUSINESS

There was no additional new business. .

A motion to adjourn was made by Liz and seconded by Mimi. Approved unanimously. The meeting was adjourned at 11:15 a.m., when John Hertrick was introduced and the Board development program on Fundamentals of Trusteeship began.

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m. - Sept. 19, 2012; Oct. 17, 2012; Nov.14, 2012, Dec. 19, 2012;
Jan. 16, 2013; Feb. 20, 2013; Mar. 20, 2013, Apr. 17, 2013, May 8, 2013; June 19, 2013

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, September 19, 2012**

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan

Trustees Absent: Frank Housh

Others Present: John Sheffield, EVCS Director

Liz Evans called the meeting to order at 6:45 p.m.

1. Liz presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on August 18, 2012, were presented.

Matt moved and Kathy seconded that the minutes be accepted as presented. Approved unanimously.

3. FINANCIALS

Financial reports were not available. The annual audit is currently underway. **Pam moved and Marguerite seconded that the financial reports be tabled until the next meeting. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

Construction

EVCS's new building at 40 Days Park opened on schedule. Board members had a tour prior to the meeting. Overall, things look good, but there is still much to be done. John and Liz met with the contractors today about some matters. The Facilities Committee needs to schedule a meeting with the architects at HHL regarding unfinished items and change orders. It has been noted that the School building needs window shades. The west side of the building is of greatest concern. The rooms become extremely hot and the glare makes it impossible for students to see the white boards. The school also needs a freight elevator to the basement. **Liz moved and Pam seconded that the Board of Trustees authorize John to seek bids for window blinds and have them installed at his discretion. Approved unanimously.** There may be some funds left from what has been authorized for the contractors. If not, it is hoped that the Community Association might be able to help out.

Sublease

Sam Savarino has not yet signed the sub-lease agreement with Autistic Services, and his attorneys have reportedly misplaced the copies signed by EVCS and Autistic Services. Several items are at issue. The parking lot needs repair (estimated cost \$10,000 to \$11,000). Sam needs a firm start-date for the repair before signing the lease. He also needs to sign off on the terms of the lease to change the term *Charter School* to *School*. Matt volunteered to get a second estimate for the cost to repair the parking lot before the job is contracted. **Matt moved and Concetta seconded that the Board authorize John to act on the better estimate. Approved unanimously.**

Traffic

Neighbors were reportedly upset with the confusion and congestion on the first three days of school. Someone called the Department of Parking enforcement. However, there has

been good communication between the school and the neighbors. Morning drop-off is now going smoothly and afternoon pick-up is improving.

Grand Opening

It is hoped that EVCS will be able to host a Grand Opening Celebration for the school community, its neighbors and city officials by the middle of October.

5. DIRECTOR'S SUMMARY OF ACTIVITIES

Personnel

John proposed the following personnel changes:

-to hire Michael Robinson at \$9.00/hour to replace Chivon Andres who vacated her position.

-to change Laura Cornejo's salary from \$38,500 to \$39,500 to cover the differential for the Master's Degree and take her from probationary status.

-to change Cathy Skora's salary to \$28,000 from the budgeted \$27,000, and Ashley Smith to \$27,000 from the budgeted \$26,000, to increase their days of service from 3 to 3.5 for scheduling purposes.

-to hire Melissa Recht as special education teacher in fourth-grade at a salary of \$36,000. This was a budgeted ½ time position that will need to be increased to full time. Melissa did her student teaching at EVCS, holds a Bachelor's degree from Buffalo State College and is certified in both special education and elementary education for grades birth-6.

-to hire Staci Lorich as Title I Assistant at a rate of \$24,000 per year as per Consolidated Application. She is certified 1-6 elementary education and literacy. She has a Master's degree from Buffalo State College in literacy.

-Spanish teacher, Katie Giansante, has resigned her position effective 9/14/12. Search is underway for a replacement. A long-term sub will be hired in the interim.

Liz moved and Marguerite seconded that the Board approve all proposed personnel actions. Approved unanimously.

EVCS Safety Committee

John announced the members of the school's Safety Committee as follow:

-John Sheffield

-Anne Wechsler

-Anne Landrigan

-Lea Gladysz

-Dana Fauth

-John Grabowski

Cyber-Bullying Policy

John stated that new NYS State Legislation requires that schools develop a written policy regarding cyber-bullying. John presented the EVCS policy and stated that it meets the requirement of the law and does not change the code of conduct.

APPR (Annual Professional Performance Review)

John passed out and discussed the Annual Professional Performance Review Plan. The APPR is to be applied to all teachers in the 2012-2013 school year.

New York State Assessment Data

John distributed charts and graphs showing how EVCS students performed over the course of the year. These included:

- Percentage of students at level 3 or above
- Percentage of students at level 2
- Subgroup performance for all grade levels
- Comparison data with other schools
- Comparison data with charter schools across New York State
- End of the year STAR Assessment data
- Progress toward goal attainment

John and the teaching staff were commended for helping the students achieve such high levels of performance.

6. OLD BUSINESS

There was no additional old business.

7. NEW BUSINESS/ANNOUNCEMENTS

Marguerite reminded Board members of the school's annual fund raising event, *Evening in the Atrium*, to be held at the school on Saturday, October 13, 2012. Each Board member was given ten tickets and asked to bring friends to share the evening of fun.

A motion to adjourn was made by Liz and seconded by Marguerite. Approved unanimously. The meeting was adjourned at 8:10 p.m..

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.- Oct.17, 2012; Nov.14, 2012, Dec. 19, 2012; Jan. 16, 2013; Feb. 20, 2013;
Mar. 20, 2013, Apr. 17, 2013, May 8, 2013; June 19, 2013

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, October 17, 2012**

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Frank Housh, Pam Pollock, Matt Ryan

Trustees Absent: None

Others Present: John Sheffield, EVCS Director; Tom Burns, Auditor, Lumsden McCormick, LLP; Karen Burhans, CPA, Kirisits & Associates, CPAS, PLLC

Liz Evans called the meeting to order at 6:07 p.m.

1. Liz presented the agenda for the meeting. The topic of Board membership was added. Approved.

2. -Minutes from the Board of Trustees meeting held on September 19, 2012, were presented. **Matt moved and Leah seconded that the minutes be accepted as presented. Approved unanimously.**

3. FINANCIALS

-Tom Burns presented the auditor's report. He stated a "clear opinion" that EVCS maintains a stable cash position even after recent investments, and that internal controls look good. There is no need for a governance letter. Mr. Burns added that the 990 Forms should be ready in 1-2 weeks, leaving time for them to be circulated and filed by November 15, 2012. **Marguerite moved and Pam seconded that the Board accept the audit report. Approved unanimously.**

-Karen Burhans gave the financial report for the three months ended September 30, 2012. In summary, EVCS showed a decrease in net assets of \$133,968 versus a budgeted decrease of \$382,683. This resulted in a favorable variance of \$248,715. **Matt moved and Kathy seconded that the financial report be accepted. Approved unanimously.** It was reported that the paving of the parking lot has been scheduled and that the sub-lease agreement with Autism Services has been officially signed. A letter of understanding changing the term, *a charter school*, to, simply, *a school*, is being prepared.

-Preliminary estimates suggest that the profits from last weekend's *Evening In the Atrium* fund raising event were in the neighborhood of \$30,000. Pam, as Secretary to the EVCS Board of Trustees, will write a letter thanking the event co-chairs Amy VanKerkove and Silvia Johnston. A joint letter from the Board and the EVCS Community Association will be sent to the major sponsors.

4. EXPANSION/FACILITIES UPDATE

It was announced that Gerry Strickland will no longer be with Hamilton, Houston and Lownie. Ken Riter will be HHL's new managing partner. The Expansion/Facilities committee continues to work with Dennis from BRD to ensure that all aspects of the building remodel have been completed to satisfaction. Scott Stoddard has done a walk-through of the building and has developed a form that was distributed to all users. It is hoped that this will help in identifying issues in a timely fashion. One problem that

has already been noted, is with the air flow through the ventilation system. It is extremely loud and does not meet the NY State Education Department's minimum standard for

noise levels. Also the direction of the air flow creates very cold areas under the vents.

John is still getting estimates on the purchase and installation of blinds.

5. BOARD MEMBERSHIP

Frank announced that he will need to resign from the Board of Trustees, as family and work obligations no longer leave him sufficient time to devote to Board responsibilities. He added that he will remain on the Board until a suitable replacement is found. A brief discussion ensued regarding what sorts of expertise might be currently needed on the Board. Frank advised that the Board seek a person with "a broad universe of experience", and suggested several possibilities. He also volunteered to continue on the Development committee. Liz expressed the Board's thanks and appreciation to Frank for his hard work and special expertise during his Board tenure.

6. DIRECTOR'S SUMMARY OF ACTIVITIES

Building Maintenance/Equipment

John noted that the new building has approximately 10,000 more square feet than the previous one and that the current, push-model floor buffer is inadequate for the job. It is difficult for the custodians to use, and it is taking too long to buff the floors with the additional hallway, gymnasium and cafeteria space. He proposed the purchase of a new, larger, self-propelled floor buffer which would have a net cost of \$4200 after credit of \$800 for the trade-in of our older model. **Marguerite moved and Concetta seconded that John's proposal to purchase the new floor buffer be approved as stated.**

Approved unanimously.

Personnel

-Andrea Hartmann, ESL teacher, will be leaving EVCS to take a full-time position in Williamsville. The search for a replacement has not been successful, but is continuing.
-Since the opening of school this September, the number of students with limited English proficiency has doubled. This has resulted in the LAB-R testing of new kindergarten students and transfer students in the upper grades. The ESL teacher is now required to provide instruction six periods per day, plus one prep period and one lunch period. This increase has changed the FTE from half-time to full-time. These students are currently being served by paying the ESL teacher substitute teacher pay for afternoons, pending approval of the Board of Trustees to make this a full time [position. The number of ELL students is expected to continue to increase as a result of direct outreach in the community and of our new location. John proposed that the ESL teacher position be increased to full time in order to ensure that these students be educated in accordance with our charter. **Frank moved and Concetta seconded that John's proposal to increase the ESL teacher position be increased to full-time as stated. Approved unanimously.**

Academic Report Students (Special Education, RTI, ESL, Testing Accommodations)

-39 students (13%) of EVCS students, have an IEP. An additional student is awaiting a school-age transition meeting. Breakdown follows:

2.6% Autism

2.1% Other Health Impaired

34% Learning Disabled

34% Related Services (Speech, OT, PT, etc.)

2.6% Vision Impaired

2.6% Emotional Disturbance

Time requirements are as follow:

33% receive services for more than 60% of instructional time

25% receive services between 20% and 60% of instructional time

38% receive services less than 20% of instructional time.

*Additional details reported separately.

Students receiving Section 504 Accommodations

47 (16%) of students, have Section 504 Accommodations.

16 (34%) of these students, have an Academic 504 Plan serving students who are diagnosed with ADHD, ADD, Central Auditory Processing Disorder, Oppositional Defiant Disorder, Gross Motor Delays, or Fine Motor Delays. These students receive program modifications, testing accommodations and related services.

31(66%) of these students, have Section 504 Plans for medical reasons.

Response to Intervention

10 (3%) of students, are currently at Tier II of RTI .

*Additional information reported separately.

ESL

Six students currently receive ESL services. Breakdown follows:

K	90 minutes per day
1 st	40 minutes per day
2 nd	40 minutes per day
6 th	90 minutes per day

Testing Accommodations

44 (15%) of students, receive testing accommodations: 63.7% with IEPs; 36.4% with Section 504 Plans.

<i>Grade Level</i>	<i>% of students in grade receiving accommodations</i>
K	4.5%
1 st	4.5%
2 nd	9.1%
3 rd	20.5%
4 th	11.4%
5 th	15.9%
6 th	15.9%
7 th	13.6%
8 th	9.1%

7. OLD BUSINESS

There was no additional old business.

8. NEW BUSINESS/ANNOUNCEMENTS

Leah stated that there was a need to schedule another meeting of the Development Committee. There was a consensus that this might best accomplished by using one of the on-line scheduling tools.

A motion to adjourn was made by Liz and seconded by Mimi. Approved unanimously. The meeting was adjourned at 7:55p.m.

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.- Nov.14, 2012; Dec. 19, 2012; Jan. 16, 2013; Feb. 20, 2013;
Mar. 20, 2013, Apr. 17, 2013, May 8, 2013; June 19, 2013

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, November 14, 2012**

Trustees Present: Marguerite Battaglia-Evans, Roy Clay, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan

Trustees Absent: Mimi Barnes-Coppola, Leah Egan-Stoddard excused, Frank Housh

Others Present: John Sheffield, EVCS Director; Christopher Bieda, kindergarten parent

Liz Evans called the meeting to order at 6:08 p.m.

1. Liz presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on October 17, 2012, were presented. **Marguerite moved and Kathy seconded that the minutes be accepted as presented.**

Approved unanimously.

3. FINANCIALS

Concetta gave the financial statement. For the three months ended October 31, 2012, EVCS showed an increase in net assets of \$13,081 vs. a budgeted decrease in net assets of \$337,125. The result is a favorable variance of \$350,206.

4. EXPANSION/FACILITIES UPDATE

-The Facilities Committee hopes to meet with HHL and BRD within the next week to review the contingency log. Scott Stoddard has been invited to assist with the review. The fifth and final regular budget payment will be going out soon. The remainder will be held until all problems have been resolved to satisfaction. The noisy ventilation system remains a particular concern. The Committee will soon begin to investigate elements of Phase II.

-Buffalo Mayor, Byron Brown, visited EVCS. He toured the new facility and heard an explanation of the special education program. One of the students photographed the event.

5. DIRECTOR'S SUMMARY OF ACTIVITIES

Personnel

A. John presented the following candidates for teaching positions:

-Laura Battaglia to be hired as ESL Teacher, at an annual salary of \$24,000. Laura has both a B.A. and an M.A. from Canisius College. She expects to complete her TESOL for grades K-6 in May 2013.

-Laticia Scutella to be hired as Spanish Teacher at an annual salary of \$25,000. She has a B.F.A. from SUNY College at Alfred and an M.S. Ed. From CUNY Hunter College. Certifications include: Elementary Education, Grades 1-6; Bilingual Education, Grades 1-6; and Spanish, Grades 1-12.

Pam moved and Marguerite seconded that both candidates be accepted, Approved unanimously.

-B. John also noted some changes in assignment due to upcoming maternity leaves.

-Shawn Warnes, lead teacher in Kindergarten A, is requesting an extended maternity leave under the Family and Medical leave Act from November 26, 2012 to February 4, 2013. In her absence, Dawn Carroll, a former EVCS kindergarten

teacher will be a substitute in the classroom and Courtney Kerwin, teaching assistant for the past two years in that classroom will assume lead teacher responsibilities. Both Ms. Kerwin and Ms. Carroll are certified to teach grades pre-kindergarten through six.

-Kathleen Stanek, teaching assistant in Grade one B, is requesting extended maternity leave under the Family and Medical Leave Act from November 26, 2012, to February 4, 2013. Melissa Bak, former teaching assistant at EVCS, will substitute for Ms. Stanek. Ms. Bak is certified to teach grades pre-kindergarten through six.

-John requested approval for a stipend of \$45 per day, not to exceed \$1,500, for Courtney Kerwin for assuming lead teacher responsibilities during Ms. Warnes' extended leave. The stipend will narrow the gap between her pay as an assistant teacher and long-term sub pay for days when she will assume the lead teacher role. Courtney is a fully certified teacher who has served with Ms. Warnes for two years.

Concetta moved and Liz seconded that the Board approve the proposed stipend.

Approved unanimously.

Facility Use

A group of men, many of whom are parents of EVCS students, played basketball every week at the Bob Lanier Center until it recently closed. They requested the use of the EVCS gym on Sunday mornings. As per the building use policy developed by the Board in 2007-2008, they were informed that they would need to purchase their own insurance. They are in the process of obtaining insurance quotes, and they have spoken to the school's insurance broker to find out exactly what type of insurance would be acceptable. John recommended that they be allowed to use the EVCS gym, should they secure their own insurance, and sign a statement that they have received, and agree to, the EVCS facility use policy.

Student Demographics

The student poverty rate at EVCS has dropped this year from 47% to 42%. In large part, this is a result of continuously enrolled families now reporting their income is above the poverty line. This is consistent with the falling poverty rate in Buffalo as a whole. This drop in the poverty rate will reduce the amount of money for Title I programs in the 2012-2013 school year, and may jeopardize the school-wide Title I program in the 2013-2014 school year.

Academics

-John announced that eligible eighth-grade students will have the opportunity to sit for the Integrated Algebra Regents Exam in June, provided they meet certain requirements. He circulated a handout explaining the program and requirements. John has spoken to Tapestry Charter School about the possibility of having our students take the test with theirs as "out of district students".

-Rob Campbell, Eighth Grade Class Advisor, has been given several advisory periods during the week to assist eighth graders and their parents with the high school application process. There will be a meeting of parents and eighth graders on the evening of November 15, 2012, to give whatever assistance might be needed, including hands-on assistance with Buffalo's online registration.

-John discussed Academic Intervention services. There are currently 89 students

(29%) receiving academic intervention services. This includes 59 students (20%) who are mandated based on NYS Assessment scores. Students who are receiving mandated AIS will continue to receive services throughout the year until they “test out” based on NYS Assessment scores. Because EVCS now has a School-Title I program, other groups are flexible and will fluctuate based on students’ needs and risk of not reaching benchmark. These students will receive extra help based on results of STAR Assessments, DIBELS, Running Records and in-class assessments. AIS support is a combination of push-in during core instructional time and pull-out during workshop time. Breakdown follows:

Kindergarten	1.2%
First grade	9.3%
Second grade	14.0%
Third grade	9.3%
Fourth grade	10.5%
Fifth grade	16.3%
Sixth grade	12.8%
Seventh grade	12.8%
Eighth grade	11.6%

AIS Services are provided by staff as follows:

- Anne Landrigan, Student Services Coordinator, is overseeing AIS.
- Jennifer Seitz is lead Title I AIS Teacher. Ms. Seitz holds a Master of Science degree in literacy and is certified in elementary education and literacy.
- Lisa Berk is the full-time Title I AIS teaching assistant in the primary grades. She holds a Master of Science degree in literacy and holds certifications in elementary education and literacy from Massachusetts.
- Jennifer Valeri, Courtney Kerwin, and Kathleen Stanek are classroom teaching assistants who dedicate 25% of their time to AIS. All three are certified teachers. When Ms. Stanek takes her maternity leave later this year, Melissa Bak, who is also a certified teacher, will be her substitute.
- Margo Lacure and Amos Fraccicia are Americorps assistants providing AIS services this year. Ms. Lacure works with middle school students. Mr. Fraccicia works with students in grades three through five. Both are certified teachers.

Transportation

Al DiAmico, Director of Transportation for the Buffalo School District, informed John in a recent phone conversation that the District is “holding firm to the transportation options that were offered Last year”. Schools new to District Transportation will be offered only 7:15 drop-off with 3:15 pick-up or 9:15 drop-off with 4:30 pick-up.

Important Visitors

The month of November brings a number of distinguished visitors to EVCS.

- On November 5, Lou Petrucci of the Buffalo Board of Education visited EVCS.
- On November 13, Mayor Byron Brown visited EVCS and spent a great deal of time with first, second and eighth grade students.
- On November 18, Ed Richardson, Superintendent (retired) and educational consultant, will be visiting EVCS with a particular interest in how Responsive Classroom has been effectively implemented to lower suspension rates and raise test scores.

-On November 21, Mary Beth Forton of the Northeast Foundation for Children (creators of the Responsive Classroom model) will be visiting to observe EVCS school-wide implementation of Responsive Classroom and Developmental Designs. Ms. Forton's visit was prompted by the recent article about EVCS in the Buffalo News. Ms. Forton holds a very prominent position with the Foundation. It is an honor to have her visit the school.

6. OLD BUSINESS

-John reminded the Board that this is the year for the next third year review by the NY State Education department. Patty Anderson was here at the beginning of the school year to check the certificate of occupancy for the new building and other documents. Otherwise, he has heard little from Albany.

-The Nominating Committee met prior to the Board meeting. They have developed a list of three possible new Board members. They will be checking on these individuals and hope to have a candidate by the December meeting.

7. NEW BUSINESS/ANNOUNCEMENTS

-Matt relayed a question from the neighbors wondering if EVCS would be using Hudson Street for busing students. They are interested in removing some asphalt if this is not the case. Matt was advised to tell them that there has been no firm decision on the matter at this time.

-EVCS is now a part of the Days Park Block Club and hosted their meeting last week. Thanks to Matt for covering the \$12 membership fee. The neighborhood is reported to be satisfied with the winter parking restrictions.

-Journey's End refugee resettlement agency was mentioned for possible student recruitment.

A motion to adjourn was made by Concetta and seconded by Kathy. Approved unanimously. The meeting was adjourned at 7:05p.m.

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.- Dec. 19, 2012; Jan.16, 2013; Feb. 20, 2013; Mar. 20, 2013, Apr.17, 2013,
May 8, 2013; June 19, 2013

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, December 19, 2012**

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia-Evans, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan
Trustees Absent: Frank Housh
Others Present: John Sheffield, EVCS Director

Liz Evans called the meeting to order at 6:02 p.m.

1. Liz presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on November 14, 2012, were presented. Leah noted that her last name had been spelled incorrectly. **Marguerite moved and Kathy seconded that the minutes be accepted as corrected. Approved unanimously.**

3. FINANCIALS

-All members of the Board of Trustees received a copy of the 990 form via e-mail and had an opportunity review it. **Marguerite moved and Kathy seconded that the report be accepted as written. Approved unanimously.**

-Concetta gave the Treasurer's report. For the five months ended November 30, 2012, EVCS showed an increase in net assets of \$79,679 vs. a budgeted decrease in net assets of \$285,457. The results showed a favorable variance of \$363,136. **Matt moved and Leah seconded that the Treasurer's report be accepted as presented. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

-There is a need for further discussions with BRD to determine the exact amount still owed for Phase I of the building reconstruction/remodeling. The noisy duct-work remains a problem. The cause has not yet been determined. However, it is believed that the noise level may exceed the decibel level specified by the NYS Education Department regulations. There is also a problem with the air conditioner dripping on the floor which constitutes a hazard. Blinds were donated by the CA and have been installed on the south side of the building. However, they seem to conflict with the duct-work in some areas. This may require some adjustments. The Facilities Committee plans to schedule another meeting with the contractor and HHL. It may be necessary to hire a contract lawyer to resolve the issues.

- Once all issues have been resolved, EVCS will need to begin the study for Phase II. The area is estimated at around 6,121 square feet at a probable cost of \$200-\$250 per square foot, with an additional \$100,000 for furniture and equipment. Total cost is expected to be approximately \$1.6 million. Talks with banks should begin in March. Matt will investigate variables in interest rates. The Board discussed the pros and cons of staging a capital campaign to help with construction costs. It was decided that additional information from the accountant would be needed prior to making a decision about this.

5. TRUSTEE ACTIONS

-Marguerite moved and Matt seconded That Frank Housh's resignation from the EVCS Board of Trustees be accepted at this time. Approved unanimously. The Board expressed thanks and appreciation to Frank for his loyalty and hard work during

his time on the Board.

-Liz presented a resume from Jennifer Bernacki Smith, who has met with the nominating committee and been recommended to fill the unexpired portion of Frank's term on the Board. **Concetta moved and Matt seconded that Jennifer Bernacki Smith be invited by the Board to fill the Board position vacated by Frank Housh, pending completion of required paperwork. Approved unanimously.**

-Liz proposed that the Board create a Task Force on Personnel Structures to try to anticipate future personnel needs that will arise with the continued expansion of EVCS. Mimi, Marguerite, Pam, Matt and Leah volunteered to join Liz on this Task Force.

6. DIRECTOR'S SUMMARY OF ACTIVITIES

Response to national tragedy on December 14

-All teachers were contacted at home via e-mail with a plan of action for Monday morning, directions on how to respond to questions from children, directives on how to monitor children for higher than normal levels of stress or anxiety, and a reminder to review the EVCS emergency plans.

-An e-mail was sent to parents on Monday, December 17, explaining how the school was helping children to deal with the tragedy, an assurance that EVCS has emergency plans in place, recommendations from the National Association of School Psychologists on how to help children after a national tragedy, and an offer of the services of the school counselor or social worker should children exhibit any anxiety or stress.

-Staff did an amazing job of appropriately responding to the needs of the students.

Safety Committee and Emergency Operations Plan

-Officer Daniel Quintana has once again been assigned by the Buffalo Police Department to EVCS as School Safety Officer. He has a grandson who attends the school, and he has been very responsive to school needs in the past. John proposed that the Board of Trustees approve reinstating Officer Quintana to the EVCS Safety Committee. **Concetta moved and Pam seconded that Officer Quintana be reinstated as a member of the EVCS Safety Committee. Approved unanimously.**

-As per the EVCS Emergency Operations Plan, the Board of Trustees will review changes made to the plan annually between the December and January meetings, and allow public comment on the proposed changes at the January meeting. The plan is posted on the EVCS website, and changes that were made to the plan due to relocation have been highlighted. Once the changes have been approved by the Board, they will be submitted to BOCES and the NY State Education Department for review and approval.

-Explanation of the EVCS Emergency Operations Plan

The Emergency Operations Plan details how the school will operate during critical incidents affecting students, faculty, staff, or facilities. It is designed to provide guidance for personnel who discover, or are notified of, any emergency situation. The plan also aids in the resolution of the events by structuring levels of potential responses, each designed to address a corresponding level of threat. The emergency operations plan does not replace the existing emergency procedures; rather it supplements those by providing a means for "operationalizing" them quickly and efficiently. The Emergency Operations Plan is reviewed annually: emergency procedures are reviewed and revised as necessary by the school Safety Committee. The Emergency Operations Plan is based on a nationally recognized format; includes recommendations from federal, state and local officials; includes recommendations from experts on school safety; is reviewed by

BOCES and the NY State Education Department. All Staff members receive training annually on the Emergency Operations Plan and emergency procedures. The Emergency Operations Plan is posted on the EVCS website; specific emergency procedural plans are not because of confidential information.

Structural changes to the building to enhance security

John suggested looking into the possibility of installing a second set of locking glass doors separating the lobby from the main hallway. This would require all visitors to enter the building through the main office rather than attempting to circumvent main office personnel. He also mentioned assigning key people to monitor other parts of the building.

Transportation Recommendation

In response to the communication from Al DiAmico, Director of Transportation for the Buffalo School District, which was outlined at the November meeting, John proposed that EVCS:

- Accept the District's offer to have a 7:15 a.m. drop-off and a 3:15 p.m. pick-up
- Run a "morning care" program using EVCS staff from 7:15 a.m. to 7:50 a.m.
- Open home-rooms at 7:50 a.m.
- Begin morning meeting at 8:00 a.m.
- Dismiss at 3:15 p.m.
- Run a brief "after-care" program using EVCS staff from 3:15 p.m. to 4:15 p.m.

This proposal would require EVCS to adjust the daily schedule by 15 minutes. It might be possible for the Boys and Girls Club to run a small (50-60 students) program on-site for one more year, and be phased out completely by the second year. Parents who request bussing for their children must apply to the District by April 1, 2013.

-Parking Problem on December 15

Patrons of the Buffalo Philharmonic Orchestra were enraged when their cars were booted for parking in the EVCS lot during that evening's performance. The towing company tows or boots cars after 10:00 p.m. To be more accommodating, the towing company has now been instructed not to boot or tow cars until after 11:00 p.m. WKBW did a news story in response to complaints from patrons, including one of their own television personalities whose car was booted.

-Contract with Buffalo Hearing and Speech Center

John has received a new contract from Buffalo Hearing and Speech Center, the provider of related services to EVCS students who have need of them. He is in the process of reviewing the provisions of this contract.

7. OLD BUSINESS

There was no additional old business.

8. NEW BUSINESS/ANNOUNCEMENTS

There was no further new business.

A motion to adjourn was made by Concetta and seconded by Liz. Approved unanimously. The meeting was adjourned at 7:55p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.- Jan.16, 2013; Feb. 20, 2013; Mar. 20, 2013, Apr.17, 2013, May 8, 2013;

June 19, 2013

The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, January 16, 2013

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan

Trustees Absent: None

Others Present: Christopher Bieda, EVCS parent; Patty Macdonald, Hudson Street neighbor.

John Sheffield, EVCS Director was absent this evening due to illness.

Liz Evans called the meeting to order at 6:00 p.m.

1. Liz presented the agenda for the meeting. There were no changes. **Approved.**
2. Liz introduced Jennifer Bernacki Smith, new member of the EVCS Board of Trustees, and Patty Macdonald, a neighbor from Hudson Street.
-Patty announced that the next meeting of the Hudson Street Rehab Committee would be held at 6:00 p.m., on Tuesday, February 5, 2013. She said that Hudson is scheduled to be re-paved and will include a bike path. They are hoping to have signs to mark a crosswalk and also "Drug Free School Zone". New street lights will be installed from Wadsworth to Plymouth, and Hudson is hoping to get the same kind. In the long term, they are looking at the possibility of a pedestrian bridge to be installed at the end of Wadsworth to connect with LaSalle Park.
-Patty also expressed concern about parking in the area. As has been previously noted, area parking lots become overcrowded on evenings when there is a concert at Kleinhans Music Hall. Overflow parking on both sides of Orton St. and St. Johns makes these streets extremely narrow and might restrict/eliminate emergency vehicle access. Liz responded that EVCS has already made arrangements with the snowplow service to do the lot later in the evening so that the EVCS lot could be available during concert hours.
3. Minutes from the Board of Trustees meeting held on December 12, 2012, were presented. **Matt moved and Mimi seconded that the minutes be accepted as presented. Approved unanimously.**
4. **FINANCIALS**
-Concetta presented the Treasurer's Report. For the six months ended December 31, 2012, EVCS showed an increase in net assets of \$247,005 against a budgeted decrease in net assets of \$244,169. The result was a favorable variance of \$491,174. **Liz moved and Matt seconded that the Treasurer's report be accepted as presented. Approved unanimously.**
-The Financial Committee has met with EVCS accountant, Lisa Kirisits, who stated that the finances are "in good shape". Within the next few days, she plans to compile the figures regarding the necessary borrowing for phase II remodeling of the new building. EVCS is in good standing with the bank. **Matt moved and Leah seconded that the Treasurer's report be accepted as presented. Approved unanimously.**
5. **EXPANSION/FACILITIES UPDATE**
-There have been additional meetings with Ken Riter at HHL and others, in an attempt to resolve the difficulties remaining with phase I of the building remodel. The HVAC

system remains noisy, sometimes reaching a level of 60 decibels. This exceeds the maximum legal level of 40 decibels. There is also a problem with insufficient hot water in several areas, including the nurses office. This is also against code and must be resolved. According to the terms of the contract it, is expected that HHL and Watts will take care of the problems at no additional charge to EVCS. The school is holding the final payment until that time.

-It is hoped that phase II of the remodeling will begin this summer. The question of hiring an owner's representative for the phase II was raised. The consensus was that it would be "money well spent".

6. TASK FORCE UPDATES

-Liz, Kathy and Marguerite will meet with John to set performance goals for the Director. These will then be presented to the Board for approval. Once approved, they will serve as the basis for evaluation of the director.

-The Task Force on Personnel Expansion will also meet with John to attempt to determine future personnel needs as the school expands. It is expected that some positions may need to be modified and that some new positions may need to be created.

7. DIRECTOR'S SUMMARY OF ACTIVITIES

Liz presented the Director's report in John's absence.

Stipend

A stipend of \$500 was requested for David Phillips for running the 5/6 and 6/7 boys and girls intramural basketball leagues. The requested stipend is less this year because he was not required to coach on Saturdays. **Matt moved and Concetta seconded that the requested \$500 stipend for David Phillips be approved. Approved unanimously.**

Life Insurance

John requested approval to add Group Term Life Insurance, offered by Principal Insurance, to the benefit package of all full-time staff members, with premiums to be paid by the school, at a total annual cost of approximately \$1,508.04. The addition of this product would allow EVCS to lock-in, for the next two years, an annual increase of 1.67% on the dental insurance. Otherwise, the dental insurance rate would increase by 6% this year alone. The new benefit would provide each full-time staff member term life insurance which would pay the equivalent of one year's salary to the employee's beneficiaries. **Mimi moved and Kathy seconded that EVCS offer full-time employees term life insurance as described. Approved unanimously.**

Health Insurance

Health insurance premiums will increase by 6% this year beginning at anniversary date, March 1, 2013. John made the following recommendations regarding insurance:

-Raise the employee portion of the premium for family coverage by 6%. The employee contribution toward family health insurance premium would increase from approximately \$2,040 to approximately \$2,162.40 per year. There was no increase in the employee contribution to family coverage in the current year because the staff did not receive raises. John expressed hope that there would be enough money in the budget this year to give at least a cost of living adjustment for the 2013-2014 school year.

-EVCS will continue to pay 100% of single coverage health insurance.

-EVCS will continue to offer a \$2000 buyout for people not electing to accept health insurance through the school.

-EVCS will continue to cover 100% of premiums for single and family dental

insurance. -EVCS will continue to offer the same voluntary benefits to all staff members with 100% of premiums to be paid by employee.

Matt moved and Concetta seconded That John's recommendations regarding employee health insurance be accepted in their entirety. Approved unanimously.

Busing

John recommended that the Board adopt busing of students for the 2013-2014 school year. The proposal from Buffalo indicated that students would be dropped off at EVCS at 7:15a.m., and picked up at 3:15 p.m. The school would run its own early-care program and possibly a short after-care program. Should the Board approve the busing proposal, action will also need to be taken to change the school's start time from 8:15 to 8:00 a.m., and end time from 3:30 to 3:15 p.m. Teachers' hours would remain the same (7:30 a.m. to 4:00p.m.). **Mimi moved and Matt seconded that the proposal to add student busing for 2013-2014 be accepted as described. Approved unanimously. Kathy moved and Leah seconded that the EVCS school day be modified to begin at 8:00 a.m. and end at 3:15 p.m. Approved unanimously.**

Part-time custodian

John requested permission to hire Leroy Horne as part-time, on-call custodian at a salary of \$8.50 per hour. Emergency, conditional 28 day approval is required, pending results of OSPRA background check. Until OSPRA clearance is obtained, he will work under the direct supervision of John Grabowski or James Graham. Leroy will primarily replace Ethan McQuillan, who is frequently unavailable when needed. He will not be an additional employee. **Matt moved and Concetta seconded that John's request to hire Leroy Horne, under the conditions stated, be approved. Approved unanimously.**

Open houses

EVCS held its first open house on the evening of January 10, 2013. Approximately 60 families toured the school. The next open house will be held on February 6, during the school day. To date there are 13 sibling applications for kindergarten.

Recruitment

Recruitment efforts continue to focus on pre-schools, community centers, houses of worship, physicians' offices, Facebook Pages and after-school programs that serve high populations of students with special education needs, students with limited English proficiency, and students in poverty.

Student learning objectives

All SLOs (Student learning Objectives) have been completed based on beginning of the year pre-testing. Post-testing results will be used as part of each teacher's Annual Professional Performance Review.

Other testing

Mid-year STAR Assessments and DIBELS are currently being administered to all students for progress monitoring purposes.

Emergency Plan

Discussion of the Emergency Plan will be tabled until next month. However, trustees are reminded to review the Plan posted on the EVCS web site under reporting and accountability. Hard copies are available on request. As a reminder, specific emergency procedures are not made public for security purposes.

8. OLD BUSINESS

The question was raised whether there were plans to install Stop Signs at the bend of Wadsworth and Allen Streets. It was suggested that this question might be raised with the Block Clubs.

9. NEW BUSINESS/ANNOUNCEMENTS

There was no further new business.

A motion to adjourn was made by Matt and seconded by Leah. Approved unanimously. The meeting was adjourned at 7:20p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.- Feb. 20, 2013; Mar. 20, 2013, Apr.17, 2013, May 8, 2013; June 19, 2013

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, February 20, 2013**

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin-Adams

Trustees Absent: Liz Evans, Matt Ryan, Pam Pollock

Others Present: John Sheffield, EVCS Director

1. Leah called the meeting to order at 6:08 p.m. Leah presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held January 16, 2013 were presented. **Mimi moved and Kathy seconded that the minutes be approved as written. Approved unanimously.**

3. **TASK FORCE UPDATES**-The Director Evaluation Committee met on January 31 to discuss the nine academic goals taken from the Charter, two goals taken from parent annual survey with regard to satisfaction and retention ,one recruitment goal focused on attracting students with limited English proficiency and special education needs, and economically disadvantaged students and one managerial goal . This year the focus was on the move of the school from 124 Elmwood to 40 Days Park. With a discussion on ESL and demographics, it is felt that EVCS really does reflect the demographics of the city of Buffalo. A tool was developed based on goals and needs of the school. There was discussion on when it would be appropriate to do the evaluation. John's contract will be presented at the May meeting, so the evaluation will be presented in April. **Mimi moved to approve the "Progress toward Goals" tool as the evaluation. Leah seconded. Approved unanimously.**

4. **EXPANSION/FACILITIES UPDATE**- HHL still have not finished the punch list. Watts performed testing. There are still four rooms that don't meet SED code requirements. Watts will repair at their expense. **Marguerite moved to approve the resolution that the EVCS Board Of Trustees approves an additional contingency in the amount of \$35,000 for a total of \$85,000 added to the original contingency of \$160,000 payable only upon the completion of all outstanding work to 40 Days Park. Jennifer seconded. Approved unanimously.**

5. DIRECTOR'S SUMMARY OF ACTIVITIES

Motion to move to Executive Session at 6:15 to discuss two personnel matters. Motion to leave executive session by Marguerite at 6:31. Kathy seconded. Approved unanimously.

I. Jennifer Seitz, our Title I reading and math teacher, began maternity leave today. Mrs. Seitz will be on leave until June 3. She is requesting six to eight weeks of unpaid leave under the Family and Medical Leave Act. Staci Lorich, a certified reading teacher will substitute for Mrs. Seitz until March 18 when Katie Stanek returns from her leave. At that time, Melissa Bak, also a certified reading teacher, will substitute for Mrs. Seitz until her return. Ms. Lorich and Mrs. Bak both have a Master's degree in literacy and meet Title I requirements. **Concetta moved to approve Mrs. Seitz requested unpaid leave and approval to appoint Staci Lorich and Melissa Bak to cover her responsibilities at Title I Reading and Math Teacher. Leah seconded. Approved unanimously.**

II. It is expected that Ms. Stanek will return to full-time work on March 18, and Ms. Warnes expects to return on April 8.

III. The high percentage of teachers out on long-term leave this year has put a strain on our substitute teacher pool.

IV. Last month we discussed the increase in health insurance premiums. John is asking the BOT to specify a date when insurance premiums for full-time employees will increase by 6%. It is recommended that the increase go into effect on August 15, 2013, when the new contracts go into effect. **Concetta Moved to approve and Leah seconded that this go into effect on August 15, 2013. Approved unanimously.**

Recruitment

I. The number of applications that we have been receiving for the lottery is high, but I still want to focus on our target populations. I will once again run radio advertisements on radio stations with our target demographics as listeners.

Academics

I. All mid-year data meetings are complete. Results of STAR Assessments and DIBELS were reviewed at these meetings. Additional strategies were employed for students who are not meeting mid-year benchmarks.

II. STAR Assessment Data has shown us that all classes have exceeded the National Student Growth Percentile in both math and ELA, with the exception of sixth, seventh and eighth grade mathematics. Classroom observations show that whole-group instruction is sound and well-delivered, but AIS is being delivered primarily by push-in support teachers and not the lead teacher. Consequently, lower achieving students are not progressing at the same rate as their peers. A new structure for grouping students and rotating learning groups has been implemented and will be closely monitored.

III. The half-day of professional development on March 15 will focus on the Common Core Learning Standards, assess where we are in the process of fully implementing these standards, and making adjustments to our curriculum in areas where we are not yet fully meeting the new standards.

Transportation

I. Our request for transportation has been approved with a 7:15 a.m. drop-off and a 3:15 pick up. I will be meeting on February 21, 2013, with Al Diamico, Director of Transportation, to discuss details.

II. Point of clarification: The change to the start and end times that was approved at the January meeting of the BOT will go into effect at the start of the next school year. This was not clearly specified in the January minutes of the BOT. This change in start and end times will not require a charter amendment since the length of our school day will not change.

Funding Freeze

I. Going into a third year of level funding, EVCS will lose over \$406,000 that we would have been entitled to under the old formula. In 2011, Buffalo spent \$19,883 per student. Under the original charter funding formula, charter schools in Buffalo would have received \$13,255 per student, instead of the current \$12,005 per student. This translates into a \$1,250 loss of revenue per student. Parents have been asked to contact their assembly members and the Governor.

State Comptroller's Audit

I. The vast majority of the initial documentation requested for the audit has been sent to Kirisits and Associates in preparation for the audit. Additional documentation will likely be requested during the course of the audit that could last from four to seven weeks.

Overview of Emergency Operations Plan

I. Purpose of Plan

This emergency operations plan details how the school district will operate during critical incidents affecting students, faculty, staff, or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The plan also aids in the resolution of the events by structuring levels of potential responses, each designed to address a corresponding level of threat. The emergency operations plan does not replace existing contingency plans; rather, it supplements those plans by providing a means for "operationalizing" them quickly and efficiently.

II. Incident Command System

The emergency operations plan is based on the nationally-recognized Incident Command System (ICS). ICS provides flexibility and adaptability to a wide variety of situations. It does this by establishing common standards in organization, procedures, communications, and terminology. The system calls for the appointment of an Incident Coordinator (IC), a person responsible for the overall coordination of a situation. An Incident Management Team (IMT) is also appointed to help manage a response. The IMT serves under the directions of the IC.

III. There were no major changes to the Emergency Operations Plan for the 2012-2013, other than to change specifics relating to our new building. There were, however, several changes made to our confidential Emergency Procedures, essentially better defining our three threat levels and offering more specifics regarding response to the threat levels if communication with main office personnel is lost. The Emergency Procedures Plan is posted to our web site; the Emergency Procedures are not.

IV. In addition to our half-day of training on safety and emergency procedures in August, two mandatory training sessions were held in February to review emergency plans and procedures. All members of the staff participated.

V. I will be attending a full-day of training on school safety at the University of Buffalo on March 15. UB has assembled experts in the field of school safety to conduct a workshop for school administrators.

VI. Public comment on the Emergency Operations Plan will be tabled until next month's meetings of the BOT. Members of the BOT are asked to review the Plan that is posted on our web site under the Reporting and Accountability tab.

6. NEW BUSINESS/ANNOUNCEMENTS

Leah gave a report from Development Committee. Annual Campaign kick-off is 3/1 via the United Way Spring It On. Meg McCollough will spearhead the social media. "Fish" will be sent home with every student next Wednesday. The hope is that every family will decorate their fish and return them to the school with some donation no matter how big or small. We are just looking for 100% participation of returning the decorated fish to make a "school" even if a family cannot make a monetary donation. Emails and phone calls from parent volunteers will be made to gently remind families to return their decorated fish. The fish will be displayed by the fish sculpture by the entrance of the school. Communication will be increased telling exactly what the donations received will be used for. We are looking to strike the right balance of information and participation.

A motion to adjourn was made by Marguerite and seconded by Leah. Approved unanimously. The meeting was adjourned at 7:30p.m. Respectfully submitted,

Concetta Ferguson

FUTURE DATES:

Meetings at 6:00 p.m.- Mar. 20, 2013, Apr.17, 2013, May 8, 2013; June 19, 2013

The Elmwood Village Charter School

Board of Trustees Meeting

Wednesday, March 20, 2013

Trustees Present: Marguerite Battaglia, Roy Clay, Leah Eagan-Stoddard, Concetta Ferguson, Kathy Franklin-Adams

Trustees Absent: Mimi Barnes-Coppola, Jennifer Bernacki Smith, Liz Evans, Matt Ryan, Pam Pollock

Others Present: Silvia Johnston, Chair, 2012 Evening in the Atrium; Stephanie Rivera, Co-Chair, 2012 Evening in the Atrium, John Sheffield, EVCS Director; Thais Warren-Smith, EVCS Parent

1. Leah called the meeting to order at 6:09 pm, and presented the agenda. There were no changes. Approved.
2. **Evening in the Atrium Committee**

Stephanie and Silvia reviewed the strengths and lessons learned from the 2012 EITA Event. They also presented various proposals to improve next year's event, the main one being to move the event to Spring, 2014, and sought Board of Trustees input/ approval for this change. 2013 Event planning is scheduled to begin in April.

A wide-ranging discussion ensued.

Trustee Matt Ryan arrived at approximately 6:30 pm

Stephanie and Silvia left at approximately 6:45 pm

Marguerite asked if we should take a vote on the recommendation to move the event to the spring. John suggested that the Development Committee should meet first, and present its recommendation to the Board. Leah will schedule a Development Committee meeting.

3. **Review and approval of Board Minutes from February 20, 2013**
4. **Development Committee Update**

Leah reported on Development Committee activity.

The annual appeal netted \$11,206.24 in 2 ½ weeks, and over 100 fish were returned. We had the second highest participation in Western New York, and were recognized in the national fundraising letter.

John stated that we are still missing a few large donations that typically come in. We will continue the appeal through the start of spring break.

Matt stated that he did not receive a copy of the communication that went to parents from the Development Committee, and asked to be added to the list serve.

5. Expansion/Facilities Update

Work on the airflow noise issues should be done by end-of week. Four classrooms are still above SED standards for noise.

Liz and Leah are working on a short list of architects.

There is a shorter time line, and additional complexities due to expanding an occupied building. John stated that there might be second shift construction.

Trustee Concetta Ferguson left at approximately 7:15 pm.

6. Directors Report

See Attachment Below

The Board members present agreed to approve John to begin talking with Lisa K, our accountant, about the feasibility of teacher raises.

Items requiring Board approval were tabled until the April meeting.

Leah moved and Matt seconded a movement to Adjourn. Approved unanimously. The meeting was adjourned at 7:45 pm.

Director's Report
March 20, 2013

Recruitment

I. Lottery Applications

a. Kindergarten Siblings	20
b. Kindergarten General	156
c. First Grade	41
d. Second Grade	31
e. Third Grade	19
f. Fourth Grade	23
g. Fifth Grade	26
h. Sixth Grade	19
i. Seventh Grade	14
j. Eighth Grade	4
Total Applications as of 3/18/13:	353

II. Recruitment of Target Populations

- a. New advertisement highlighting special education and ESL services offered at EVCS. Advertisement appeared in WNY Family Magazine, which is distributed to local pediatricians' offices and has a readership of 23,000 every month.

Academics

I. Professional Development

- a. On March 15, all teachers participated in a half-day workshop, during which time they examined the alignment of our curriculum with the Common Core Standards. Adjustments were made to the curriculum in areas where teachers did not see alignment.
- b. On March 15, Mr. Sheffield attended full-day training at UB on school safety. With information from this training the School Safety Committee will be making a proposal to the BOT to upgrade security features in the school building that will maximize the effectiveness of existing features. Mr. Sheffield is currently working with DFT Security to develop a cost estimate for the upgrades. Features would include an intruder alert system that would trigger an alarm and automatically close doors to section off the building, shatter-proof film over windows at entrance doors, and ultimately a second set

of locking doors at main entrance that would require all visitors to pass through the main office. Mr. Sheffield also purchased a new safety training video for staff.

- c. On March 20, Mrs. Battaglia, our ESL teacher, and Mrs. Landrigan, our Student Services Coordinator, attended training on changes to the assessments for English Language Learners.
- d. On March 20, Anne Wechsler, our Academic Coordinator, and two teachers attended a presentation on Accelerated Math, a program that we intend to add next year.
- e. In May, Mr. Sheffield, Mrs. Landrigan, Mr. Phillips, and Miss Sprague will travel to Montreal to attend training on Brain Gym, which uses kinesthetic learning techniques to enhance learning by addressing the sensory elements involved in the integration of new ideas. Our goal to receive formal training in this model and turnkey training for the rest of our staff in August. The cost of the conference with transportation and hotel will be approximately \$1,400 to \$1,500. We currently have \$2,978 available on our professional development budget line. I strongly believe that this will be a technique that will be successful with all types of learners.

II. Accelerated Math

- a. We are planning on purchasing the Accelerated Math Program to add to our math workshops to create individualized practice assignments at each student's level, to allow teachers to personalize assignments, to allow for more practice, and to generate immediate data on each student. The program will not supplant any existing programs, but will give teachers a research proven tool to better differentiate guided practice and monitor student progress. We have been using the Accelerated Reader Program with much success. The program is from Renaissance Learning, the same company that developed the STAR Assessments, Successful Reader, and Accelerated Reader (programs that we are currently using).

Personnel

- I. Katie Stanek, second grade teaching assistant, returned to work on March 18. This will allow us to transition Melissa Bak into Title I.
- II. Shawn Warnes intends to return to her duties on April 8.
- III. It is anticipated that Becky McQuillan will return to work on April 8.
- IV. I am proposing that Leroy Horne receive a .50 cent per hour increase in pay, raising his salary from \$8.50 per hour to \$9.00 per hour. Leroy has completed his probationary period. (Tabled until April meeting).

Budget

- I. In order to prepare for the online assessments that will begin next year, we will need to explore a capital expenditure of approximately \$35,000 in additional laptops and laptop carts.
- II. No one on the staff received a pay increase in 2012-2013. It does not look as though we will receive an increase in our per pupil allocation next year. Mr. Sheffield asked the BOT if the members wanted him to explore the possibility of

The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, April 17, 2013

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock

Trustees Absent: Matt Ryan

Others Present: John Sheffield, EVCS Director; Christopher Bieda, EVCS parent

Liz Evans called the meeting to order at 6:09 p.m.

1. Liz presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on March 20, 2013, were presented. **Kathy moved and Leah seconded that the minutes be accepted as presented. Approved unanimously.**

3. FINANCIALS

-Concetta presented the treasurer's report. For the six months ended March 31, 2012, EVCS showed an increase in net assets of \$496,108 against a budgeted decrease in net assets of \$129,885. The result was a favorable variance of \$625,963. The financial audit is ongoing. Karen Burhans reported that the Northwest construction loan converted to term notes in March, 2013, and the principal payments have begun. **Mimi moved and Jennifer seconded that the treasurer's report be accepted as presented. Approved unanimously.**

4. EXPANSION/FACILITIES UPDATE

-The noise abatement work has finally been completed. All classrooms fall within the noise levels allowed by the NY State Education Department. It was recently discovered that no fire alarms had been installed in the new areas of the building. That situation has also been rectified. The bank sent its architect to do the final inspection. All was satisfactory and the funds were released.

-The next step is to set the parameters for Phase II of the building reconstruction. This will involve meeting with Mayor Brown, Councilman Franzyk, and neighborhood representatives

-A water problem has been discovered at the 124 Elmwood building currently occupied by Autism Services. EVCS is co-operating with Sam Savarino to monitor the repair.

5. DEVELOPMENT COMMITTEE

Leah reported that the Annual Campaign had been highly successful. Total contributions were reported at \$13,093.24. This is nearly double the amount of raised for the 2011-2012 campaign. The one-day United Way phone campaign alone netted \$2,409.24. At least 65% of EVCS families contributed at some level. The "School of Fish" proved to be very popular.

6. EXECUTIVE SESSION

Concetta moved and Leah seconded that the Board enter executive session to discuss legal and personnel matters. Approved unanimously. The Board entered executive session at 6:45 p.m. Discussions ensued. **Liz moved and Concetta seconded that the Board exit executive session. Approved unanimously.** The Board exited executive session at 7:20 p.m. **Mimi moved and Marguerite seconded that the Board accept the**

recommendation of the Director to not renew the contract of a teacher discussed during executive session. Approved unanimously.

7. DIRECTOR'S SUMMARY OF ACTIVITIES

Academics

-Boycott of State Assessments

- a. Letter sent to parents from NY State
- b. Letter sent from Director of the School
- c. 100% attendance requested; less than 95% would jeopardize the EVCS Charter
- d. John recommended a formal statement of policy taken from the EVCS Charter:

The federal No Child Left Behind Act requires that State tests be administered in English language arts and mathematics in grades 3-8, and in science at least once during grades 3-5 and again in 6-9. In accordance with federal requirements and Sections 100.3 and 100.4 of the Commissioner's regulations, Elmwood Village Charter School requires that all students in grades 3-8 take all state assessments administered for their grade level, with the exception of certain areas in which parental consent is required, such as Committee on Special Education (CSE) evaluations for students with certain disabilities. State assessments are considered an important part of the instructional program at EVCS, as they provide an evaluation of student mastery of content and skills in various courses of study and shape future instruction. The administration of these assessments is under the authority of the Board of Trustees of the Elmwood Village Charter School, and these assessments are included as part of the program requirements for students in grades 3-8.

Pam moved and Marguerite seconded that the Board accept and set forth the policy stated above. Approved unanimously.

-ELA Assessments

On the second day of testing, the tests were found to be too long. Students had to complete two books. Unfortunately, field test questions were imbedded into the assessment in the first book. This took time away from students completing the essay questions in the second book that will be graded. Furthermore, because of the length of the assessment, the students did not have time to use close reading and essay writing strategies. There were many frustrated students at the end of the day, especially in grades 5-8. John questioned why assessments need to be timed if they are to be an authentic assessment of skills.

-Grading Assessments

Assessments need to be scored. EVCS will be scoring with schools from Rochester, NY and will need two hotel rooms for teachers in Rochester on April 29, 2013.

Personnel

John proposed that Leroy Horne's pay be raised from \$8.50 to \$9.00 per hour now that he has completed his probationary period. **Liz moved and Marguerite seconded that the proposed raise in pay be approved. Approved unanimously.**

Facilities

-AHERA Survey will need to be done for 40 Days Park. John is in contact with Stohl Environmental to get a quote. Stohl did the asbestos inspection for the construction, and maintained the asbestos management plan for the building when it was occupied by

School #36. HHL advises that Stohl will be able to do the job for the lowest price since they already have samples of the construction materials.

-John suggested that the contract for boiler maintenance be awarded to M.J. Mechanical, the company that came in \$400 lower than Allied Mechanical, and the company that installed the boilers. **Concetta moved and Leah seconded that the proposal to award the boiler maintenance contract to M.J. Mechanical be accepted. Approved unanimously.**

-Another layer of mulch was added to the playground. Another truckload may be required before the end of the year.

-Voicemail on EVCS phones is not operational. This is a significant problem for the School and for families. Current technology consultants are unable to fix the problem and state the need for a Cisco certified technician. There are few such technicians in the area. EVCS has received a quote of \$160 per hour from Finger Lakes Technologies. There is no estimate of how many hours will be required to correct the problem. However, the company has very good references citing high efficiency and professionalism.

State Visit

The New York State Education Full-Site Visit is scheduled for Tuesday, May 14, 2013. Meeting with the Board of Trustees is scheduled from 1:15-2:15 p.m.

School Safety

-John will tour the school building with a security consultant associated with DFT Security. They will discuss safety features that may be added in the future, including an all-school intruder alert system.

-Parents and the Board of Trustees were notified by e-mail of an emergency evacuation of the school on March 22. The situation resulted from smoke from a nearby house fire being drawn into the building through the ventilation system.

-On March 28, 2013, the school had a tabletop lockdown drill that called for a progressive increase in risk levels to simulate a real-life episode. The school has done either lockout or lockdown drills every year. The school is put in Level II Lockout whenever emergency medical personnel are called. Teachers rehearse lockdown procedures with their students in the classroom and explain that this is done to keep them safe, just like fire drills. Students and teachers knew that our tabletop exercise was a drill. Everyone did well and John complimented faculty and students at the end of the drill. The tabletop was designed more to test the responses of faculty and staff than students. This was the first lockdown drill since the tragedy in Newton, CT. John mentioned it because a parent was upset and is contacting other parents with concerns that parents were not notified of the drill. Parents are notified whenever anything out of the ordinary occurs, such as the unexpected evacuation of the building on March 22. The procedures for emergency drills are clearly outlined in the Safety and Emergency Operations Plan that is posted on the website.

Lottery

The EVCS admissions lottery was held on April 9, 2013, and was flawless. John expressed his compliments and appreciation to Lea Gladys for her attention to detail and impeccable record keeping. A total of 490 families applied for seats, including those with sibling preference.

Professional Development

-The trip for professional development on Brain Gym originally scheduled for May will

be postponed until summer. May is too difficult a time of year for both John and Mrs. Landrigan to be out of the building. More information will follow.

-The 2013-2014 professional development calendar is still in preparation. Andy Steck will return for more professional development on Responsive Classroom/Developmental Designs. Time will also be dedicated to further alignment of curriculum with the Common Core Standards.

School Calendar

Unfortunately, Buffalo has not yet released a draft of their 2013-2014 school calendar. EVCS start date depends on whether or not Buffalo gives a full mid-winter break. The EVCS Board of Trustees generally approves the calendar at the April meeting.

Budget

There is no completed budget to present tonight. The Comptroller's Audit, or problems at Kirisits and Associates during tax season, may have slowed things down, making it difficult for John and Lisa to meet and finalize a proposed budget. John did send Lisa projections for next year so that she could begin the process.

Student Recruitment and Retention

John distributed copies of the EVCS Recruitment Plan which specifies targets, and outlines outreach and retention plans for various student groups. EVCS exceeds targets in many areas and is approaching them in many others. See report. There is a plan to audit the recruitment targets next year.

8. OLD BUSINESS

There was no additional old business.

9. NEW BUSINESS/ANNOUNCEMENTS

There was no new business or announcements.

A motion to adjourn was made by Marguerite and seconded by Liz. Approved unanimously. The meeting was adjourned at 8:00p.m.

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.- May 8, 2013; June 19, 2013

The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, May 8, 2013

Trustees Present: Mimi Barnes-Coppola, Marguerite Battaglia, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Kathy Franklin-Adams, Pam Pollock, Matt Ryan

Trustees Absent: None

Others Present: John Sheffield, EVCS Director; Lisa Kirisits, CPA, MBA, EVCS Accountant; Christopher Bieda, EVCS parent

Liz Evans called the meeting to order at 6:05 p.m.

1. Liz presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on April 17, 2013, were presented.

Marguerite moved and Matt seconded that the minutes be accepted as presented.

Approved unanimously.

3. FINANCIALS

-The May meeting is held a week earlier than usual in order to allow for a timely approval of the 2013-2014 Budget. Hence, the April Financial Report was not yet available. **Liz moved and Concetta seconded that discussion of the April Financial report be tabled until the June meeting. Approved unanimously.**

-Lisa Kiristis, Managing Director of Kirisits and Associates CPAS, PLLC, Certified Public Accountants, presented a draft budget for the for the five-year period 2013-2014 through 2017-2018. The 2013-2014 budget was itemized in detail and discussed by the trustees. An increase of 5% was projected for succeeding years. The budget has been reviewed and approved by the EVCS Financial Committee. **Matt moved and Concetta seconded that the Board accept the 2013-2014 budget as presented. Approved unanimously.**

-Liz reported that the audit is still underway and apparently progressing satisfactorily to date.

4. EXPANSION/FACILITIES UPDATE

-The time for beginning Phase II of the EVCS build-out is near. Leah reported that the Expansion and Facilities Committee has compiled a list of four city architects who will each receive a request for proposal to be returned by May 21, 2013. Site visit is due to be held June 18, 2013. The scope of the project will include a list of things the project must have, things that were absent from Phase I of the development and a "wish list". The Committee will be looking to hire an "owners rep"/construction manager to facilitate the ongoing project and relieve John of some of the day-to-day details. The time line states that interviews of the architects should be completed by June 30, 2013.

5. DIRECTOR'S SUMMARY OF ACTIVITIES

Academics

-Integrated Algebra

Six eighth grade students will be taking the Integrated Algebra Regents Examination on June 12. Kevin Coleman, a regular EVCS substitute teacher will be coming in several days each week to allow Mrs. Fitzsimmons more time to prepare this group for the exam.

-End of the Year Child Study/Student Support Team Meetings

The Child Study/Student Support Team will be meeting after May 14, to review progress toward goals of students most at risk of not meeting standards.

-End of the Year Assessments

1. NYS Fourth Grade Science Performance Assessment is scheduled for May 29.
2. NYS Eighth Grade Science Performance Assessment is scheduled for May 30.
3. Fourth and Eighth Grade NYS Science Written Assessment is scheduled for June.
4. End of the Year STAR Assessments are scheduled for the last two weeks of May.
5. Eighth grade students in Integrated Algebra will take the Regents Examination at Tapestry High School on June 12.
6. New York State English as a Second Language Achievement Test (NYSESLAT) will be administered at the end of May.
7. Post-tests for SLOs (Student Learning Objectives) will be administered by the end of June.
8. Field tests of exams for grades 6 and 7 will also be administered in June.

-Data Meetings and Summative Evaluations

End of the year data meetings and summative evaluations will be conducted during the last week of June.

-Kindergarten Screening

Screening for incoming kindergarten students is scheduled for June 20, 21 and 24.

-Curriculum Alignment

EVCS will be using RttT (Race to the Top) money to pay teachers a \$200 stipend each to work with Anne Wechsler this summer on vertical alignment of the math curriculum with the Common Core Standards. Teachers will work for two days, and the process will be continued with all teachers during professional development in August. This is an allowable expense for the unused RttT money.

Recruitment/Enrollment

John proposed that the Board consider a policy that would reserve a set number of seats in kindergarten for English Language Learners and students with special education needs.

This would help EVCS to better meet enrollment targets. It would also be a financially prudent way of using resources. For example, there is one student who will require special education services for 80% of the day. This will require that a full-time special education teacher be assigned to that classroom. Having several high needs students in that classroom would be a more efficient use of that teacher. The same is true about a kindergarten student who speaks only Swahili. Not all of the Home Language Questionnaires have been returned. However, having a greater number of Limited English Proficient students in the classroom would make more efficient use of the LEP Teacher's time and resources. *For the record: John proposed that the BOT explore the option of reserving a set number of seats for students with special education needs and limited English proficiency; this would help EVCS better meet enrollment targets and more efficiently utilize existing ESL and special education staff.*

Proposed Calendar

The Buffalo School District has not yet adopted a final calendar for the 2013-2014 school year. John distributed a proposal for the 2013-2014 EVCS Calendar (attached) which was based on a draft circulating among teachers in Buffalo. Considerations include:

- Only two days reserved for weather related closings

- Buffalo's first and last days are in question
- Whether or not Buffalo will give a full week for mid-winter break
- Whether or not Buffalo will keep spring break April 14-21 which is the week before and the day after Easter
- Early dismissals will be at 12:30 pm due to busing

Personnel

1. Shawn Warnes, kindergarten teacher, has requested that she be assigned to a teaching assistant position for 2013-2014 while she completes her Master's degree. Shawn is an excellent teacher, in good standing and John would like to honor her request. He would like to hold her position for her for up to two years.

2. Jennifer Covatta, kindergarten teacher, will be reassigned to a special education teacher position in the 2013-2014 school year. In addition to certification in elementary education, Jennifer is also certified in special education and literacy.

3. Lisa Berk, Title I Assistant Teacher, will be moving back to Massachusetts. This position will be filled for the 2013-2014 school year as per the proposed budget.

4. The Hiring Committee will convene after May 14 to begin interviews for the following positions: two kindergarten teachers, one third grade teacher, one part-time Spanish teacher, a Title I assistant teacher, and classroom teaching assistants. There is a good pool of candidates for teaching positions this year, including several excellent candidates who have been working at EVCS as either teaching assistants or substitute teachers.

5. Dawn Carroll, former kindergarten teacher and current substitute teacher, has applied to return to full-time teaching at EVCS. She will be interviewed by the Hiring Committee, but until then, John proposed to present her with an offer of a teaching assistant position. If she is hired as classroom teacher, the offer letter for teaching assistant will be voided. *For the record: John proposed hiring Dawn Carroll as a teaching assistant for the 2013-2014 school year. Liz moved and Leah seconded that John's proposal to hire Dawn Carroll as a teaching assistant for the 2013-2014 school year be accepted. Approved unanimously.*

Eighth Grade Activities

1. The eighth grade class trip to Toronto has been scheduled for June 18, 2013. This is a day trip, but students will not return to school until midnight. Since there are two unused weather related closing days, John proposed an eighth grade holiday for June 19. **Pam moved and Liz seconded that John's proposal for an eighth grade holiday on June 19, 2013, be accepted. Approved unanimously.**

2. Eighth graders will be holding a car wash to raise money for their class trip. More information will follow on the listserv. Pre-sale tickets are \$5.00. Drive-up washes are \$8.00. Days park residents will be given a flyer to get a car washed for \$5.00 for the possible inconvenience.

3. Eighth grade graduation is scheduled for Thursday, June 20, at 6:00 p.m. at Asbury Hall on Delaware Avenue. Members of the Board of Trustees are invited to attend.

Last Day of Kindergarten

1. Kindergarten closing ceremonies are scheduled for Thursday, June 13, 2013, at the Theater of Youth.

2. John proposed that the last day for kindergarten this year be June 19 in order to allow the kindergarten teachers to be free for screening of the incoming kindergarten class. With

the two unused weather related closing days, kindergarten students will still have 185 days of instruction. **Liz moved and Pam seconded the motion that John's proposal to end kindergarten at the close of school on June 19, be accepted. Approved unanimously.**

Summer

1. Boys and Girls club will not be running a summer program at EVCS this year. Students will be directed to other Boys and Girls Club sites throughout the city.

2. EVCS AmeriCorps members will be doing tutoring on campus for students at no cost to parents.

3. Rebecca Todd, the professor who teaches the Medaille Reading Clinic at EVCS, will be available on-site to provide tutoring for the more at-risk students for a modest charge to the parents.

6. OLD BUSINESS

Board membership and development updates were tabled until the June meeting.

Election of officers will also be held at that time.

7. NEW BUSINESS/ANNOUNCEMENTS

There was no new business.

Matt had several announcements:

-Hudson street residents are working on their "street-scape" The old asphalt will be removed and replaced. Hence, they're curious about when the school will close. They are also asking if they might put their beautification events on the EVCS listserv.

-The neighbors have also questioned the possibility of a joint fundraiser with proceeds going to beautify the park.

-EVCS was warned about a series of car poppings in the neighborhood.

A motion to adjourn was made by Marguerite and seconded by Liz. Approved unanimously. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Pamela Pollock

FUTURE DATES:

Meetings at 6:00 p.m.- June 19, 2013

**The Elmwood Village Charter School
Board of Trustees Executive Committee
Special Meeting, Tuesday, May 28, 2013**

Trustees Present: Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Pam Pollock

Liz Evans called the meeting to order at 5:15 p.m.

This special meeting was called to discuss, revise and approve a new employment contract for John Sheffield.

John asked for an increase in the number of vacation days that were able to be accrued from year to year, as well as the ability to cash out up to five days per year of unused accrued vacation days. Liz communicated with Lisa Kirisits and Barb Eggleston from Lisa Kirisits, CPA and they advised that this was fine, policy wise and held with usual employment norms and standards.

Leah moved and Concetta seconded that the changes to the contract be made and the contract be offered to John Sheffield for his signature. All members of the executive committee approved.

Motion to adjourn was made by Liz and seconded by Concetta. Approved unanimously. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,
Liz Evans

**The Elmwood Village Charter School
Board of Trustees Meeting
Wednesday, June 19, 2013**

Trustees Present: Mimi Barnes-Coppola, Jennifer Bernacki Smith, Roy Clay, Leah Eagan-Stoddard, Liz Evans, Concetta Ferguson, Pam Pollock

Trustees Absent: Marguerite Battaglia, Kathy Franklin Adams, Matt Ryan

Others Present: John Sheffield, EVCS Director; Katie Piper, from Buffalo Hearing and Speech Center

Liz Evans called the meeting to order at 6:05 p.m.

Katie Piper, representing Buffalo Hearing and Speech Center, described some new and continuing services that BHSC is contracted to provide to EVCS students. These include IEP mandated speech-language therapy, occupational therapy, physical therapy and social work/counseling. The broad spectrum of services provides much opportunity for collaboration and improves student achievement in many areas, including student self-regulation and gross and fine motor coordination. The occupational therapist and the speech therapist have been pushing into the kindergarten classes for one session per week on alternate weeks. The OT focus has been on sensory motor activities and handwriting improvement. The speech therapist has emphasized attention, listening and memory.

1. Liz presented the agenda for the meeting. There were no changes. Approved.
2. Minutes from the Board of Trustees meeting held on May 8, 2013, were presented. **Concetta moved and Leah seconded that the minutes be accepted as presented. Approved unanimously.**

3. FINANCIALS

Concetta presented the financial report. For the eleven months ended May 31, 2013, EVCS showed an increase in net assets of \$699,530 versus a budgeted decrease in net assets of \$35,309. The result was a favorable variance of \$734, 839. Finances are considered to be in "good shape".

4. DIRECTOR'S CONTRACT

Liz moved and Leah seconded that the Board enter executive session to discuss the details of the new Director's Contract. Approved unanimously. The Board entered executive session at 6:25 p.m. Due to time constraints, the Executive Committee of the Board had conditionally approved details of a new, two year contract intended to cover the period of the next Charter Renewal and the expansion. Matters were discussed. **Jenn moved and Concetta seconded that the Board exit executive session. Approved unanimously.** The Board exited executive session at 6:35 p.m. **Liz moved and Leah seconded that the Board endorse the contract offer described by the Executive Committee. Approved unanimously.**

5. BOARD MEMBERSHIP

Nominations for Expiring Terms

Matt Ryan - **Liz moved and Pam seconded that Matt Ryan be elected to another three-year term on the EVCS Board of Trustees. Approved unanimously.**

Jennifer Bernacki Smith - **Mimi moved and Leah seconded that Jennifer Bernacki**

Smith, having completed the expiring term of Frank Housh, be elected to a full three-year term as Trustee. Approved unanimously.

Mimi Barnes-Coppola - **Liz moved and Pam seconded that Mimi Barnes-Coppola be elected to another three-year term as Trustee. Approved unanimously.**

Pam Pollock - **Liz moved and Leah seconded that Pam Pollock be elected to another three-year term as Trustee.**

Liz Evans announced her intention to resign from the EVCS Board of Trustees effective at the close of business on June 30, 2013. **Mimi moved and Concetta seconded that Liz Evans' resignation from the EVCS Board of Trustees be accepted. Approved unanimously.** This will create a vacant position on the Board. The Board expressed appreciation for Liz's many years of outstanding service.

Election of Officers

Nominations for Chair of the Board were opened. **Liz moved and Pam seconded that Concetta Ferguson be elected to serve as Chair of the EVCS Board for 2013-2014. Approved unanimously.**

Nominations for Vice Chair of the Board were opened. **Concetta moved and Roy seconded that Leah Egan-Stoddard be elected to serve another term as Vice Chair of the Board. Approved unanimously.**

Nominations for Board Secretary were opened. **Liz moved and Concetta seconded that Pam Pollock be elected to serve another term as Board Secretary. Approved unanimously.**

Nominations for Board Treasurer were opened. No nominations were forthcoming. Leah agreed to serve as Acting Treasurer until the position could be filled.

6. DIRECTOR'S REPORT

Personnel

After interviewing nine candidates for two positions, the hiring committee unanimously recommended the following two candidates:

1. Tricia Tangeman for kindergarten. Ms. Tangeman has done long-term and short-term subbing at EVCS. She holds a Master's degree in education from SUNY Buffalo and a Bachelor's degree in childhood and special education from Canisius College. She was a substitute teacher at Tapestry. She did a full year as long-term substitute teacher in a kindergarten classroom in Niagara Wheatfield. She was a Title I reading teacher in a Buffalo Public School for one year. She was a teaching assistant at Casey Middle School in Williamsville for two years. She is certified in literacy from birth through grade 12, early childhood from birth through grade six and special education from birth through grade six.

2. Dawn Carroll for third grade. Ms. Carroll was kindergarten teacher at EVCS for one year and has been a substitute teacher at EVCS for the past two years. She holds Master's degree in elementary education with a specialization in curriculum and instruction from SUNY College at Buffalo. Prior to coming to teach at EVCS in 2010, she taught for seven years at Our Lady of the Sacred Heart School.

Concetta moved and Pam seconded that the recommendation of the hiring committee to hire Ms. Tangeman and Ms. Carroll be accepted. Approved Unanimously.

3. Operations manager. John posted the opening and the job description for the newly created position of Operations Manager. The school received resumes from six candidates, three of whom met the qualifications for the position. Since one of the candidates was EVCS founder and Board Chair, Liz Evans, and another was a person from another agency with whom John has worked closely in the past, John invited Gregory Speranza, a charter school consultant, to assist in the selection process. Mr. Speranza is a

former charter school leader, and has done extensive work on search committees helping charter schools to fill key positions. Pam Pollock, Greg Speranza, and John reviewed the resumes of the candidates, and interviewed the three who most closely met the requirements for the position. At the conclusion of the interviews, the team met and unanimously agreed on Liz Evans. The notes from the interviews, with comments from the interview team, are on file in the main office. Liz holds a Master's degree from SUNY Buffalo and a Bachelor's degree with Honors from SUNY Buffalo. She is a Visiting Professor and Support Services Coordinator at Medaille College, and has been instrumental in charter school development and governance for the past eight years. **Mimi moved and Concetta seconded that the committee's recommendation to hire Liz Evan for the position of Operations Manager be accepted. Approved. Liz Evans abstained from the vote.**

Academics

1. NYS Science Assessments

-Fourth Grade. 100% of EVCS fourth graders passed the New York State Science Assessment, in contrast to the state average of 88%. Of the students at EVCS, 80% scored in the mastery range.

-Eighth Grade. 83% of eighth graders at EVCS passed the New York State Science Assessment, in contrast to the state average of 69%. 22% of students at EVCS scored in the mastery range.

2. Integrated Algebra Regents Exam. Six eighth graders took the Integrated Algebra Regents Examination. Three scored in the mastery range and will receive high school credit. All six students did very well: two students received a score of 89; one student received a score of 86; one student received a score of 84 and two students received scores of 83. The students' scores on the exam are commendable, especially given the fact that they were taking the Integrated Algebra course in addition to eighth grade math, and they were responsible for both curricula.

3. Kindergarten Screening. Screening of incoming kindergarten students will begin tomorrow and continue through next week.

4. *Business First* Ranking. EVCS was ranked the highest performing elementary school in Buffalo, by *Business First* magazine. It was also ranked 14th highest out of 281 public and private schools in Western New York, and the seventh highest public elementary school in WNY. EVCS received *Business First* Awards for both ELA and Math for scoring in the top 10% of all elementary schools.

5. Teacher Evaluations. Since NYS Assessment data is not yet available, and EVCS is currently in the process of compiling data from the STAR assessment and SLO (student learning objectives) post-test, part of teacher evaluations will not be presented to the teachers until they return in August. With the addition of SLO pre-test and post-test data this year, the process of completing a comprehensive, summative evaluation is quite extensive and laborious.

Facility

1. Landscaping. The upgrades to landscaping are complete and add a great deal of curb appeal to the front of the building.

2. Fence on Hudson Street. A neighbor complained that the school's wooden fence was obstructing her view of pedestrians and oncoming traffic when backing out of her driveway. After investigating her concerns, John noted that the fence went all the way to

the public sidewalk, and he agreed that it was a safety concern. He asked John Grabowski to remove the final six-foot section of the fence. This has been completed.

3. Playground. John also had John Grabowski remove the monkey bars from the playground to make it safer for younger children, both EVCS students and members of the general public, who use the playground. Another layer of mulch has also been added to the playground.

Calendar

The Buffalo Public Schools approved their calendar for the 2013-2014 school year. There were no changes from the draft. Hence, the EVCS calendar that was approved by the Board in May was distributed to the parents by the listserv.

Audit

The State Comptroller Audit has concluded. There is no timetable for when the report will be released. There is a new Audit Guide for annual audits. Lisa Kirisits will come to explain the new guidelines.

Eighth Grade

1. Eighth Grade Class Trip. The eighth grade had a very successful day-trip to Toronto on June 18. All members of the class participated.

2. Commencement. The eighth grade commencement will be Thursday, June 20, at 6:00 p.m., at Asbury Hall. Members of the BOT are invited to attend. Liz Evans will address the class on behalf of the Board of Trustees.

3. High Schools. Below is a breakdown of the high schools that our eighth graders will be attending in the fall:

Olmsted High School		6	
Health Science Charter School	4		
Maritime Charter High School	3		
Tapestry Charter High School	2		
Leonardo da Vinci High School	2		
Buffalo Seminary		2	
City Honors			1
Applied Technologies Charter School	1		
Hutchinson Technical High School	1		
Canisius High School		1	

7. OLD BUSINESS

Expansion/Facilities Update

Leah stated that the RFP (Request for Proposals) for Phase II of the building construction is ready to be sent out. It includes specifications for the student enrollment target, but not the actual square footage. The committee will be looking for creativity in ways to meet the school's growth pattern and needs. It is possible that the school can be creative about space needs through the 2014-2015 academic year. There is an absolute need for the project to be completed for September, 2015. It is possible that there will be a labor problem due a recent building boom in Buffalo. The school is looking at a sort list of pre-qualified firms including BHMT, YRM, and Carmina, Wood, Morris. The committee is still considering the possibility of hiring a construction manager.

8. NEW BUSINESS/ANNOUNCEMENTS

Future Meetings

A schedule for future meetings was discussed. As usual, there will be no scheduled July meeting. Following that, meetings will be held on Aug.21, 2013; Sept. 18, 2013; Oct. 16, 2013; Nov. 20, 2013; Dec. 18, 2013; Jan 15, 2014; Feb. 12, 2014; Mar. 19, 2014; Apr. 9, 2014; May 7, 2014; June 18, 2014. As per policy, most meetings are on the third Wednesday of each month. However, this year several meetings had to be scheduled early to accommodate the school vacation schedule and budget needs.

Board Professional Development

The annual Board Professional Development Conference was set for Saturday, September 7, 2013. Further information will follow.

A motion to adjourn was made by Liz and seconded by Mimi. Approved unanimously. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,
Pamela Pollock

FUTURE DATES:

-Board of Trustees Professional Development: Saturday September 7, 2013. Details fo follow.

-Meetings at 6:00 p.m.- Aug. 21, 2013; Sept. 18, 2013; Oct. 16, 2013; Nov. 20, 2013; Dec. 18, 2013; Jan 15, 2013; Feb. 12, 2014*; Mar 19, 2014; April 9, 2014*; May 7, 2014*; June 18, 2014

*2nd rather than 3rd Wednesday

Elmwood Village Charter School
Recruitment Plan
Based on Policies Contained in the EVCS Charter

1. Students with Special Education Needs

At Elmwood Village Charter School, students with special education needs are offered the same opportunities to excel academically and socially as general education population. The school offers a full-range of services to students with special education needs, including consultant teacher, resource room, co-teaching, occupational therapy, physical therapy, speech therapy, vision therapy, and counseling. The school has one special education teacher assigned to each grade level, and contracts with Buffalo Hearing and Speech to provide related services to students with an IEP or Section 504 Plan. The school also employs a full-time coordinator (Student Services Coordinator), to oversee the delivery of services, monitor accommodations and modifications, supervise special education teachers, review documentation, and ensure that RTI is fully implemented on all levels. EVCS educates students with special education needs in the least restrictive environment, and has never sent a student with special education needs back to district. The special education program at EVCS is well-developed and well-staffed, and is prepared to accommodate more students with special education needs.

Outreach

- Dispel the misconception that charter schools cannot or do not have services in place to meet the needs of all learners by educating parents and community members.
- Include special education services offered by the school in all advertisements and recruitment materials.
- Advertise in the annual Special Education Edition of WNY Family Magazine, and highlight the services offered by EVCS.
- Reach out to operators of pre-schools, after-school programs, and daycare centers that offer early intervention services. Encourage them to refer students with special education needs to EVCS. Give them copies of our application and information on our school to distribute to parents of children with special education needs.
- Work with school psychologists and CSE chairs from Buffalo Public Schools to make sure that they are fully aware of services offered by EVCS.
- Have special education teachers available at open house to explain the special education services offered by EVCS to prospective families.
- Include recruitment efforts as a part of the Director's overall annual evaluation to ensure accountability.

Retention

Parents of students with special education needs are overwhelmingly happy with the services provided to their children, and they choose to retain their children at EVCS unless they move out of the area or transfer them to a school that serves grades five through twelve. Retention of students with special education needs is particularly high because of the factors identified below.

- To the extent appropriate and allowed by each student's IEP, EVCS educates students with disabilities in the least restrictive environment with their non-disabled peers.
- All special education programs at EVCS are provided in accordance with Education Law and in accordance with each child's IEP.
- Removal of students with disabilities from the regular educational environment has never occurred at EVCS, and would only occur if the nature or severity of the disability is such that education in regular education classes with the use of supplementary aids and services cannot be achieved satisfactorily in accordance with the child's IEP.
- EVCS ensures that special education programs and services as indicated in each student's IEP are provided directly to the student on site during regular school hours.
- EVCS employs a special education coordinator (Student Services Coordinator) and eight special education teachers to provide services to the greatest practical extent.
- EVCS contracts with Buffalo Hearing and Speech to provide related services in accordance with each student's IEP or Section 504 Plan.
- Classroom teachers at EVCS are knowledgeable about the needs of students with disabilities, and are informed of their responsibilities for particular students.
- The Student Services Coordinator and special education teachers work under the Director to review and assure that quarterly IEP reports are sent to parents, and that annual review meetings are held.
- The Student Services Coordinator, special education teachers, and classroom teachers represent the school at each child's CSE meeting.
- The Director and Student Services Coordinator ensure that teachers are implementing and properly documenting interventions prior to referral, as per RTI requirements and directives.
- Classroom teachers are well-aware of documentation and reporting requirements necessary when a child is suspected of having a disability.
- The Director and Student Services Coordinator ensure that referrals are made to the CSE when RTI indicates that the child may have a disability.
- The Director and the Student Services Coordinator review the progress of students with disabilities with appropriate staff members.
- All faculty members at EVCS participate in annual professional development and training on issues pertaining to special education.

- In addition to curriculum-based assessments, EVCS uses diagnostic measures to monitor academic progress three times throughout the year.

2. Students with Limited English Proficiency

At Elmwood Village Charter School, students with limited English proficiency are provided opportunities to achieve the same educational goals and standards as the general student population. EVCS offers a supportive ESL program that includes two components: a language arts instructional component and a content area instructional component. EVCS uses the NYS Education Department's process for identifying students who have limited English proficiency, including a Home language questionnaire and a registration interview. If the home language is other than English, the interview is conducted in the family's native language. If the student speaks little or no English, a trained teacher administers the LAB-R.

Outreach

- Reach out to operators of pre-schools and daycare centers that have a high percentage of students with limited English proficiency.
- Reach out to local worship communities with high percentages of congregants with limited English proficiency.
- Include description of service provided for students with limited English proficiency in all advertisements and recruitment materials.
- Reach out to social service agencies that serve immigrant and refugee populations in the city.
- Use social media to make parents of children with limited English proficiency aware of open house dates and application deadlines.
- Utilize parents of students with limited English proficiency who are already enrolled in EVCS to reach out to their respective communities.
- Distribute flyers or postcards in both English and Spanish.
- Utilize our ESL teacher to explain our supportive ESL program to families during open house and tours of the building.
- Document outreach efforts.
- Include recruitment efforts as a part of the Director's overall annual evaluation to ensure accountability.

Retention

- EVCS employs a full-time ESL teacher to adequately address the learning needs of students with limited English proficiency in all grades.

- EVCS utilizes the ESL teacher as a resource to offer strategies to all other teachers on teaching language arts to children with limited English proficiency.
- EVCS provides professional development to faculty on strategies to teach language arts to students with limited English proficiency.
- The administration of the school makes available to all faculty the document entitled, *The Teaching of Language Arts to Limited English Proficient/English Language Learners: Learning Standards for English as a Second Language Pre-K – Grade 8.*
- The Student Services Coordinator and the ESL teacher educate families on the philosophy of teaching students with limited English proficiency.
- The ESL teacher educates students and families on the role of the ESL teacher in the classroom.
- The Student Services Coordinator and the ESL teacher participate in professional development at BOCES on issues relating to educating children with limited English proficiency.
- EVCS works closely with the Regional Bilingual Education Resource Network (RBE-RN) to help create for LEP/ELLs an educational environment which engages everyone in meaningful teaching and learning, respects diversity, provides opportunities for all children to achieve at the highest levels and enables them to become skilled in the English language while capitalizing on their strengths in terms of their native language and heritage.
- The school maintains a list of translators to assist school personnel with home-school communication.

3. Economically Disadvantaged Students

From the inception of the school, the Founders, BOT, and Administration made diversity a priority in recruitment of students. The demographics of the student body nearly mirror the demographics of the city of Buffalo, including the city's child poverty rate.

Outreach

- Direct recruitment materials toward areas of the city with a higher than average percentage of families living in poverty.
- Advertise in parenting magazines that are made available in pediatricians' offices throughout the city.
- Reach out to operators of pre-schools, daycare centers, and after-school programs in areas of the city with a higher than average percentage of families living in poverty.
- Document outreach efforts.

Retention

- EVCS has School-wide Title I services.
- EVCS participates in the Federal Lunch program.
- Educational resources and aids are provided to all families.
- EVCS has always been located in a central area of the city with easy access to public transportation; however, EVCS has successfully negotiated bus transportation from the District to commence in the 2013-2014 school year.
- EVCS has a Parent Involvement Policy that is intended to help close the gap between disadvantaged students and their peers.
- EVCS selects instructional programs that are proven to have success with students in School-wide Title I settings.
- EVCS provides homeless children and unaccompanied youth enrolled at the school with the same education as their peers, including passes to entitle the children to use free public transportation to and from school, and makes every effort to coordinate social services delivery to the student and family in order to stabilize the living environment.
- EVCS documents the living arrangements of its students, via a questionnaire that asks if they are living in a shelter, with relatives or others due to lack of housing, in an abandoned apartment/building, in a motel/hotel, camping ground, car, train or bus station or other similar situation due to the lack of adequate housing; or temporarily housed in a shelter awaiting a permanent foster care placement. This is part of the enrollment form and is kept on file.
- EVCS provides equal access as per the McKinney–Vento Homeless Assistance Act.
- EVCS partners with the Boys and Girls Club of Buffalo to provide early-care and after-care at no cost.

Considerations

EVCS gives preference to sibling applicants, and all students are admitted to the school through a random lottery drawing. Even though more families from our target populations are applying for admission, these families must compete with an ever-increasing number of applications from the general population and sibling applicants. The BOT is considering various options to give preference to students in our target populations. Options include reserving a set number of seats specifically for students in our target populations.

2013-2014	Poverty	ELL	Sped.	Minority	Early Intervention	Zip
Antwanayia	X	X		X		14213
Asbury Shalom Zone		X		X		14201
Bethel Head Start (Jefferson)	X		X		X	14208
Bethel Head Start (Washington)	X		X		X	14203
Bethel Head Start (Leroy)	X		X		X	14214
Bethel Head Start (Genesee)	X		X		X	14211
Bethel Head Start (Langfield)	X		X		X	
Bethel Head Start (U.B.)			X		X	
Brinson's Day Care	X			X		14211
Buffalo Hearing and Speech			X		X	
Buffalo Public School Psychologist (Annmarie Robertson)			X			
Building Blocks Day Care				X		14223
Catholic Charities Immigration and Refugee Services	X	X		X		
D'Youville/Porter Public Library	X	X				14213
El Buen Amigo		X		X		14201
Emmanuel Temple Day Care	X			X		14222
Fr. Bell Community Center	X	X		X		14213
Grow with Us	X	X		X		14207
Guardian Angels Day Care Center	X		X	X	X	14222
Heritage Centers			X		X	
Hispanics United	X	X		X		14201
Holy Cross Head Start (Maryland)	X	X	X	X	X	14213
Holy Cross Head Start (Lawn)	X	X	X	X	X	14207
Holy Cross Head Start (Military)	X	X	X	X	X	14213
Holy Cross Head Start (Parkside)	X		X		X	14217
International Institute	X	X		X		
JCC Early Childhood Program (Aspire of WNY)			X		X	14209
Jericho Road Refugee Services	X	X		X		
Latin American Institute		X		X		14201

Main Pediatrics	X			X		14214
Masjid darus Salaam	X	X		X		14211
Masjid Nu-man	X	X		X		14211
Niagara Day Care (Gateway-Longview)	X	X	X		X	14201
Peace of Mind Child Care	X			X		14212
Right Place for Kids			X		X	14222
Salvation Army	X	X		X		14202
Summit Educational Services	X	X	X	X	X	14213
True Bethel Baptist Day Care	X			X		14213
Ujima Cultural Center		X		X		
Vive La Casa	X	X		X		
Western New York Family Magazine (Jan. & Feb.)						
Westminster Early Childhood Center			X		X	14222
YWCA Early Childhood Program	X		X	X	X	14208
Hispanics United Facebook Page		X		X		

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 05, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/c8aa91127b39fce1a0a8a845642>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Mimi Barnes-Coppola

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	N/A
5. *Your Business Address City/State	(No response)
5. *Your Business Address Zip	(No response)

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

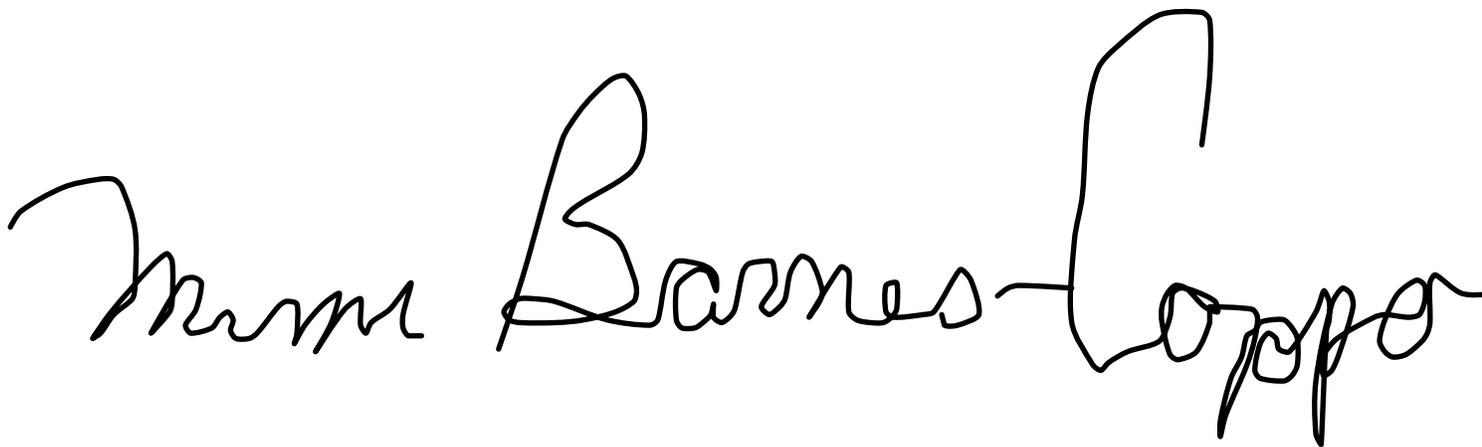
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Mimi Barnes-Copper". The signature is written in a cursive style with a large, looped initial "M" and a long, sweeping underline.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 03, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/8229a85aaef91d8abcabca9e506>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Marguerite Battaglia

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Personnell Committee
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

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Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 08, 2013

Updated Monday, July 15, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/a193c9e7fc13f9d1c8f2e709242>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Roy T Clay, III

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Parent Representative
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	M Bank	DDA and Savings account	500000	Roy T. Clay, III	Abstain from any votes regarding funds held at M Bank
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 08, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/c1810fb5712b4199164eefe7ca0>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Concetta Ferguson

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Buffalo Board of Education

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Chair/President
- Treasurer
- Parent Representative

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

•

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 15, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/6efbe2e4c21616e359c96a3b413>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Leah Eagan-Stoddard

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Vice Chair/Vice President
- Parent Representative

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

(No response)

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

Variable	Response
[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	(No response)
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	(No response)
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	(No response)
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	(No response)

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Meghan Stobbe". The signature is written in a cursive, flowing style with some overlapping letters.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 09, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/9cfcf4f318209b1b32c770cfa85>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Elizabeth Evans

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink that reads "Elizabeth Evans". The signature is written in a cursive style with a large initial 'E' and 'E'.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 12, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/29447b58cd7d620f93881ea45d>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Kathleen V. Franklin-Adams

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Trustee/Board Member
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 09, 2013

Updated Thursday, August 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/cae853cadbcc48e35b37fb49b79>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Frank Housh

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Other, please specify...: Trustee
-

9. Are you a trustee and also an employee of the school?

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

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Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 19, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/b3ee6b1db58c51d0b2ab4a6b48>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Pamela Pollock

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transactions	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	ongoing	adult daughter is a founder and employee of the school	refrain from discussion of and voting on matters influencing daughter's employment status	Anne Wechsler
2	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)

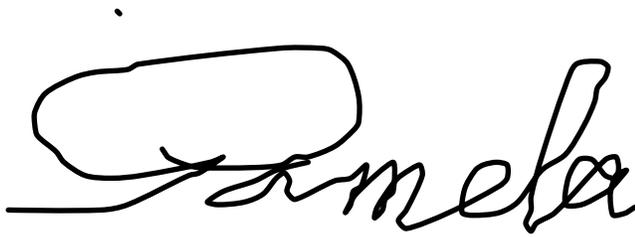
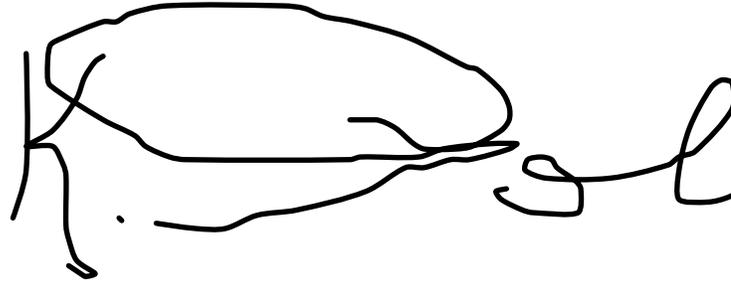
14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Buffalo Hearing and Speech Center	I provide pre-school speech therapy services under the auspices of BHSC	\$3500	self - Pamela Pollock	(No response)
2	(No response)	(No response)	(No response)	(No response)	(No response)
3	(No response)	(No response)	(No response)	(No response)	(No response)
4	(No response)	(No response)	(No response)	(No response)	(No response)
5	(No response)	(No response)	(No response)	(No response)	(No response)

Signature of Trustee

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 03, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/cd8faed843e3a5556add583f18c>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Matthew E. Ryan

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
[REDACTED]	[REDACTED]

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

[Redacted]

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

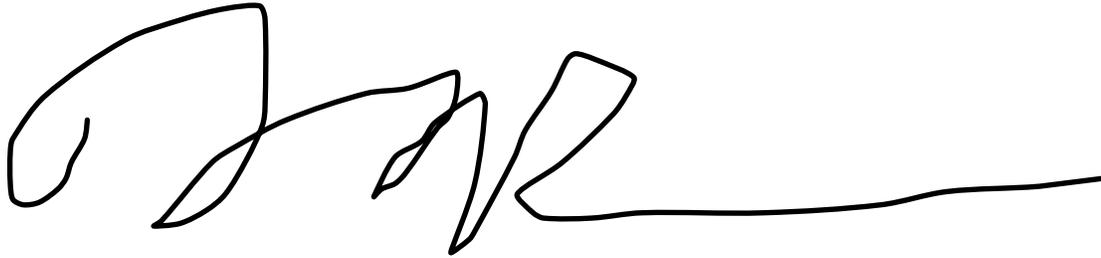
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized initial 'M' followed by a long horizontal line extending to the right.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 12, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/209e0334a231815cbc0a7a760d>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Jennifer Bernacki Smith

2. Charter School Name:

Elmwood Village Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

Variable	Response
4. *Your Home Address: Street Address	[REDACTED]
4. *Your Home Address: City/State	[REDACTED]
4. *Your Home Address: Zip	[REDACTED]

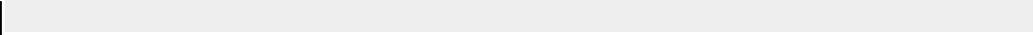
5. *Your Business Address

Variable	Response
5. *Your Business Address Street Address	[REDACTED]
5. *Your Business Address City/State	[REDACTED]
5. *Your Business Address Zip	[REDACTED]

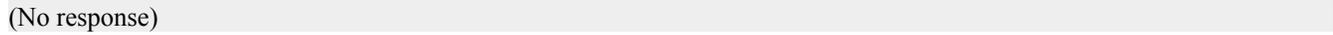
6. *Daytime Phone Number:

[REDACTED]

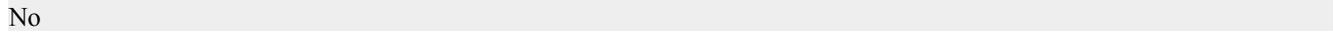
7. *E-mail Address:

 
8. Select all positions you held on Board:

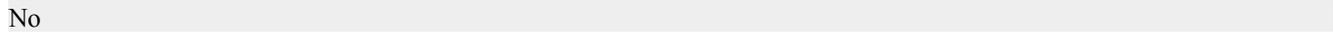
(check all that apply)


(No response)

9. Are you a trustee and also an employee of the school?


No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?


No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee